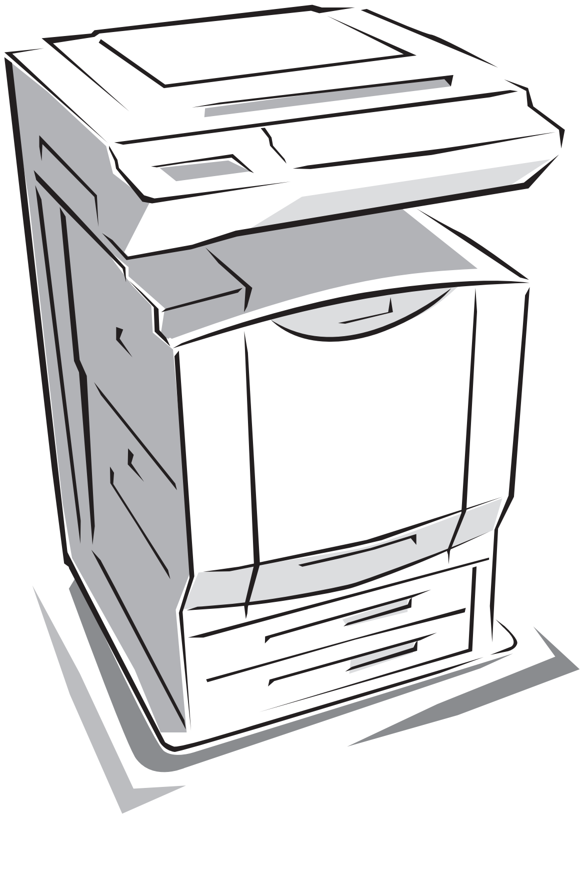
HEWLETT® PACKARD

Color LaserJet™ 8550MFP

Copy Module User Guide



English



HP Color LaserJet 8550MFP

Copy Module User Guide

Second Edition, Marchl 2001

Hewlett-Packard Company
11311 Chinden Boulevard
Boise, Idaho 83714 U.S.A.

How to use this online user guide

This user guide is provided online in an Adobe® Acrobat® portable document format (PDF). This section will help familiarize you with using PDF documents in Acrobat Reader version 4.0. For complete instructions on how to view PDF documents, see the documentation included with Acrobat Reader.

Features of Acrobat Reader 4.0

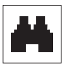
Finding topics in the online user guide

There are two primary ways to navigate to the information you need:

- click the topic you want to read about in the **Bookmarks** section of the screen
- click **Contents** or **Index** in the **Bookmarks** section of the screen, then click the topic you want to read about from the list of items displayed on the page

Finding words

Use the **Find** command to find part of a word, a complete word, or multiple words in the document.



Click the **Find** button, or choose **Find** from the **Edit** menu.

Magnifying the page view

Acrobat Reader offers several magnification choices that control how the page fits on-screen.

- the zoom-in tool
- the **Magnification** button in the status bar
- the toolbar buttons

Once you zoom in on a document, you can select the hand tool or use the scroll bars to move the page.

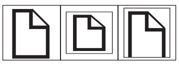


To increase magnification: Select the zoom-in tool and click on the document page to double the current magnification.

To decrease magnification: Select the zoom-in tool while holding down **Ctrl** (Windows and UNIX) or **Option** (Macintosh), and click the center of the area you want to reduce.



Click the Magnification button to select how large or small to make the page. Select from preset magnification levels and page views.



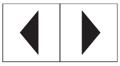
Actual Size scales the page to fit within the main window.

Fit in Window fills the window with the page's content area only.

Fit Width scales the page to fit the width of the main window.

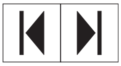
Paging through a document

The following options are available for paging through a document.



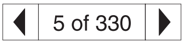
To go to the next page: Click the **Next Page** button in the toolbar or status bar, or press **Page Up** or **Page Down** on your keyboard.

To return to the previous page: Click the **Previous Page** button in the toolbar, or press the Left Arrow or Up Arrow.



To go to the first page: Click the **First Page** button in the toolbar.

To go to the last page: Click the **Last Page** button in the toolbar.



To jump to a specific numbered page: Click the page number box in the status bar at the bottom of the main window, type the page number, and click **OK**.

Browsing with thumbnails

A thumbnail is a miniature view of each document page. Click a page in the **Thumbnails** section of the window to jump quickly to that page.

Printing the document

To print selected pages: From the **File** menu, choose **Print**. Choose **Pages**. In the **From** and **To** boxes type the range of pages you wish to print. Then click **OK**.

To print the whole document: From the **File** menu, choose **Print**. Choose **All *n* pages** (n represents the total number of pages in the document), and then click **OK**.

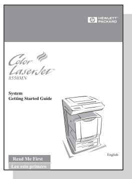
Note

Go to http://www.adobe.com/ for the latest versions and additional languages of Adobe Acrobat Reader.

Where to look for more information. . .

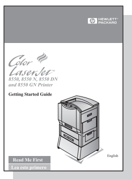
Several references are available for use with the system. For additional copies of the guides below, contact HP Direct at (800) 538-8787 (U.S.) or contact your HP-authorized dealer. Additional information is available at http://www.hp.com.

Setting up the system (the copy module and the printer unit)



System Getting Started Guide

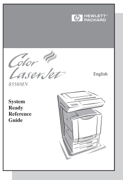
Step-by-step instructions for installing and setting up the system.



Printer Getting Started Guide

Contains basic tips for installing and setting up the printer unit.

Using the system



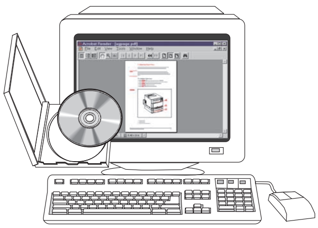
System Ready Reference Guide

Tips and quick information in a booklet to keep by the system. See your network administrator for the copy that came with the system.



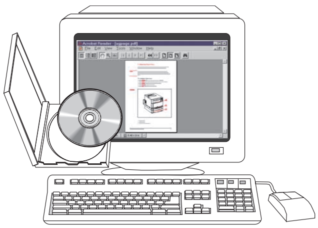
Printer Quick Reference Guide

Tips and quick information in a booklet to keep by the printer unit. See your network administrator for the copy that came with the printer unit.



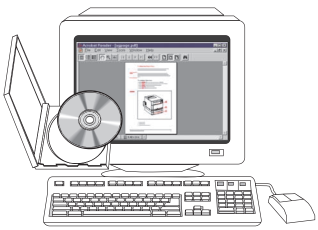
Copy Module Online User Guide

Detailed information on using and troubleshooting the copy module.



Printer Online User Guide

Detailed information on using and troubleshooting the printer unit.



Paper Handling Addendum

Detailed information on using the optional 1,000-sheet side input tray (Tray 4).

HP Customer Care service and support

Online services

For 24-hour access to information, we suggest these services:

World Wide Web

Printer drivers, updated HP printer software, plus product and support information may be obtained from the following URLs:

in the U.S.	http://www.hp.com/go/support

Printer drivers may be obtained from the following sites:

in China	ftp://www.hp.com.cn/go/support
in Japan	ftp://www.jpn.hp.com/go/support
in Korea	http://www.hp.co.kr/go/support
in Taiwan	http://www.hp.com.tw/go/support or the local driver website http://www.dds.com.tw

Obtaining software utilities and electronic information for the U.S.:

Monday - Friday: 6:00 am - 10:00 pm MST
Saturday: 9:00 am - 4:00 pm MST

Phone: (805) 257-5565
Fax: (805) 257-6995

HP website: http://www.hp.com/

Mail:
Hewlett-Packard Co.
P.O. Box 907
Santa Clarita, CA 91380-9007
U.S.A.

For Canada:

Phone: (905) 206-4663

For Europe:

HP Distribution Europe

The languages supported are listed beside the telephone numbers.

Hours of operation are 7:30 am GMT (8:30 am CET) to 17:00 pm GMT (18:00 p.m. CET).

	Within UK	Internationally
English speaking line	01429 865511	+44 1429 865511
French speaking line		+44 1429 863343
German speaking line		+44 1429 863353
Italian speaking line		+44 1429 520013
Spanish speaking line		+44 1429 520012
Portuguese speaking line		+44 1429 890466

For Asia Pacific Countries/Regions:

Australia	+61 3 9272 8000
China (Beijing)	+86 10 65053888
Hong Kong SAR	+65 740-4477
India	+91 (011) 682 6035
Indonesia	+65 740-4477
Japan	+81 3 53461891
Korea	+82 2 3270 0805
Malaysia	+65 740-4477
New Zealand	0800-445-543 (toll free) or (09) 356 6640
Philippines	+65 740-4477
Singapore	+65 740-4477
Taiwan	+886 (02) 717 0055
Thailand	+66 (02) 661-3900 ext 3224

For Latin America:

Argentina

Buenos Aires: 787-8080
8:30 to19:30 hrs.

Brazil

São Paulo: 011-829-6612
8:00 to19:00 hrs.

Chile

8:30 to18:30 hrs. 800-360999

Colombia

* Local dealers provide technical assistance

Mexico “HP Contigo”

8:00 to18:00 hrs. 01-800-4726684
01-800-4720684

Venezuela

Caracas:	207-8488
8:00 to18:00 hrs.	800-47-888

Note Technical assistance for other Latin American countries is provided by local dealers.

HP Direct Ordering for accessories or supplies:

Call (800) 538-8787 (U.S.) or (800) 387-3154 (Canada).

HP Direct Ordering for genuine HP parts:

In the U.S., call (800) 227-8164

Customer support options worldwide

HP Customer Care and Product Repair Assistance for the U.S. and Canada

Note If you purchased your HP Color LaserJet 8550MFP with a reseller-provided service contract, please see your reseller for technical support, service, and warranty specifics.

Call (208) 323-2551 Monday through Friday from 6 am to 6 pm (Mountain Time) free of charge during the warranty period. Standard long-distance phone charges still apply. Have your system nearby and your serial number ready when calling.

If you know your printer unit needs to be repaired, call (800) 243-9816 to locate your nearest authorized HP service provider.

Post-warranty telephone assistance is available to answer your product questions. Call (900) 555-1500 ($2.50* per minute, U.S. only) or call (800) 999-1148 ($25* per call, Visa or MasterCard, U.S. and Canada) Monday through Friday from 7 am to 6 pm (Mountain Time). *Charges begin only when you connect with a support technician.*

**Prices subject to change.*

European HP Customer Care Center language and in-country/region options available

Note If you purchased your HP Color LaserJet 8550MFP with a service contract included, please see your reseller for warranty specifics and technical support.

Open Monday through Friday 8:30 - 18:00 Central European Time (CET).

HP provides a free telephone support service during the warranty period. When you call one of the telephone numbers listed below, you will be connected to a responsive team waiting to help you. If you require support after your warranty has expired, you can receive support for a fee through the same telephone number. The fee is charged on a per-incident basis. When calling HP, have the following information ready: product name and serial number, date of purchase, and description of the problem.

English	Ireland: (353) (1) 662-5525 U.K.: (44) (171) 512-5202 International: (44) (171) 512-5202
Dutch	Belgium: (32) (2) 626-8806 Netherlands: (31) (20) 606-8751
French	France: (33) (01) 43-62-3434 Belgium: (32) (2) 626-8807 Switzerland: (41) (84) 880-1111
German	Germany: (49) (180) 525-8143 Austria: (43) (1) 7114-201080
Norwegian	Norway: (47) 2211-6299
Danish	Denmark: (45) 3929-4099
Finnish	Finland: 358 (0) 203-47288
Swedish	Sweden: (46) (8) 619-2170
Italian	Italy: (39) (2) 264-10350
Spanish	Spain: (34) (90) 232-1123
Portuguese	Portugal: (351) (1) 317-6333

In-country/region support numbers

Argentina	(541)778-8386
Australia	(61) (0) 3 8877 8000
Brazil	011-829-6612
Canada	(905) 206-4663
Chile	800-360999
China	(86) (10) 65053888-5959
Czech Republic	(420) (2) 613 07310
Greece	(30) (1) 689-6411
Hong Kong SAR	800 96 7729
Hungary	(36) (1) 382-1111
India	(91) (0) 11 682 6035
Indonesia	(62) (0) 21 350 3408
Korea (Seoul)	(82) (0) 2 3270 0700
Korea outside Seoul	080 999 0700
Japan	(81) (3) 3335 8333
Malaysia	(60) (0) 3 295 2566
Mexico (Mexico City)	01 800 4726684
Mexico (outside Mexico City)	01 800-90529
New Zealand	(64) (0) 9 356 6640
Philippines	(63) (0) 2 867 3551
Poland	(48) (22) 519 0600
Portugal	351 (0) 1 3176333
Russian Federation	7 (95) 7973520
Singapore	+65 272 5300
Switzerland	41(0) 848 8011 11
Taiwan	886 (0) 2 717 0055
Thailand	+66 (0) 2 661 4000
Turkey	(90) (212) 224-5925
Vietnam	84 (0) 8 823 4530

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6 Color balance and color creation

7 Stored copy job settings

8 Administration Functions

9 Maintenance and troubleshooting

10 Optional Automatic Document Feeder (ADF)

A Specifications

B Warranty and support information

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1 Product introduction

Overview

This chapter provides an overview of the HP Color LaserJet 8550MFP system, including the following:

- Copy module features
- Identifying the copy module parts
- Copy module control panel features
- Legal limitations of color copying

Copy module features

This system brings you the quality and reliability of Hewlett-Packard products. Below are some specific features of the copy module.

Features of the HP Color LaserJet 8550MFP

Image Quality	● Uses 600 dpi optical resolution ● 256 colors
Performance	● Copies 24 pages per minutes (ppm) in black and white ● Copies 6 ppm in color ● Time to first copy: 18 seconds for black and white, 34 seconds for full color ● 2 500-sheet input trays ● 1 bypass tray with 100-sheet capacity ● Multiple copies up to 100
Media Handling/ Magnification	● Adjusts image to the size of the media using preset or manual adjustments ● Reduces or enlarges images from 25% to 400% Supports the following media sizes: ● Letter – 216 by 279 mm (8.5 by 11 in) ● Executive – 184 by 267 mm (7.25 by 10.5 in) ● Legal – 216 by 365 mm (8.5 by 14 in) ● Ledger – 279 by 432 mm (11 by 17 in) ● A4 – 210 by 297 mm (8.3 by 11.7 in) ● A3 – 297 by 420 mm (11.7 by 16.5 in) ● A5 – 148 by 210 mm (5.8 by 8.3 in) ● Minimum (custom sizes): 99 by 190.5 mm (3.9 in by 7.5 in) ● Maximum (custom sizes): 305 by 470 mm (12 by 18.5 in) Maximum size of the original is Ledger/A3.

Features of the HP Color LaserJet 8550MFP (continued)

Media Types	Supports the following media types: ● paper ● prepunched media ● transparencies (4 to 5 mils or 0.1 to 0.13 mm thick) ● envelopes ● labels Tray 1 supports 60 to 216 g/m^2 (16 to 58 lb) media Other input trays support 60 to 105 g/m^2 (16 to 28 lb) media For more information on supported media, see “Selecting media” on page 56.
Accessories	● Optional Automatic Document Feeder (ADF) ● Optional 1,000-sheet side input tray (Tray 4) for printing only

Identifying the copy module parts

Main copy module parts

The following figure shows the locations of the copy module parts.

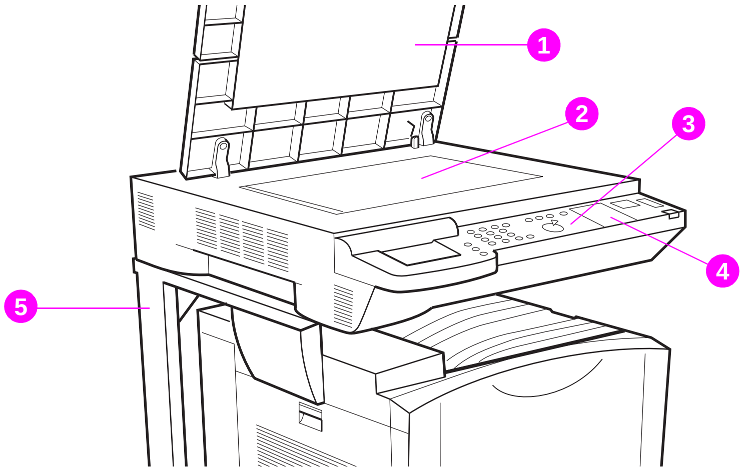


Figure 1 **Copy module parts**

1 Copy module cover

2 Glass

3 Control panel

4 Control panel menu map

5 System stand

Optional accessories

The following figure shows the optional copy module accessories.

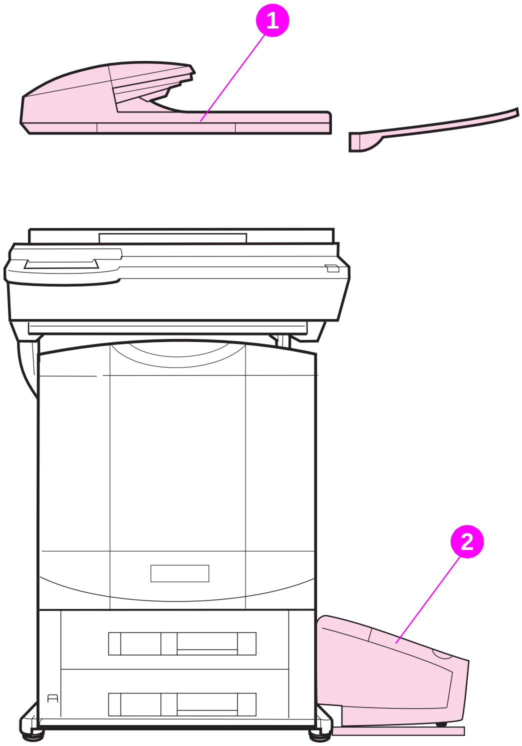


Figure 2 **Optional accessories**

1 Optional Automatic Document Feeder (ADF)

2 Optional 1,000-sheet side input tray (Tray 4) for printing only

Copy module control panel features

The front portion of the copy module, shown below, is called the control panel. From here you can control all copying functions, enter copy quantities or department ID numbers, determine the status of the copy module, and troubleshoot copying errors using the display panel Help feature.

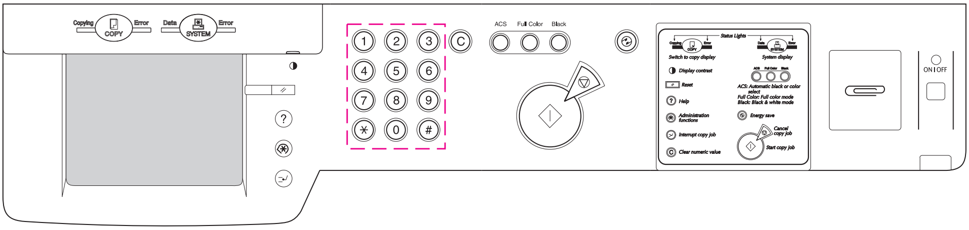


Figure 3 **Copy module control panel in its entirety**

Note The system control panel is used to configure the copy module mode settings or to obtain status information. Unless otherwise specified, “control panel” refers to the control panel on the copy module. Keys on the copy module control panel are indicated by the KEY font. Mode settings on the touch panel display are indicated by the DISPLAY PANEL font.

The following figures show each element of the copy module control panel.

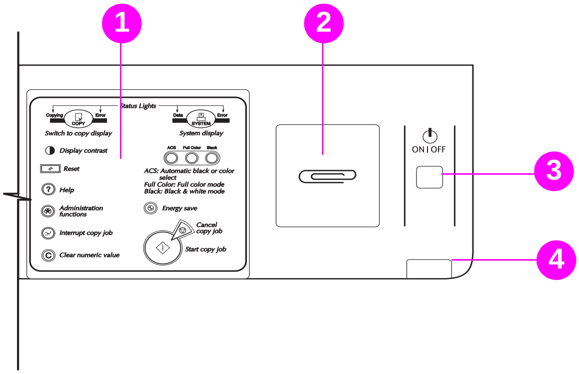


Figure 4 **Right-side view of copy module control panel**

1. **Menu map**: Provides brief descriptions of control panel keys.
2. **Paper clip tray**: Store removed paper clips here.
3. **Power button**: Press to turn the power on or off. (There is also a power switch, which is located on the right side of the copy module.)
4. **Pilot light**: A green light indicates that the copy module is turned on.

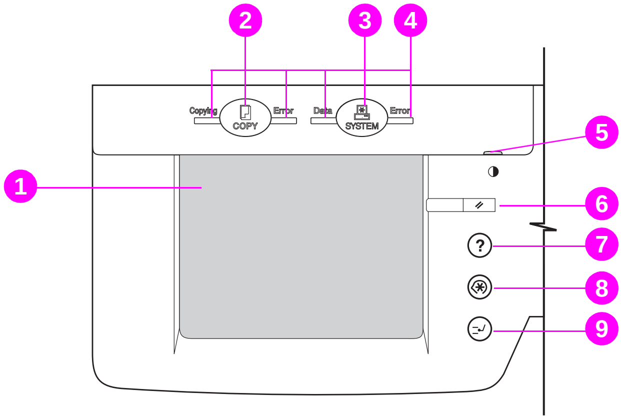


Figure 5 **Left-side view of the copy module control panel**

1 **Touch panel display:** Adjust the copy module's features using the touch panel display.

2 COPY **key:** Press to switch to the copy feature or to take the copy module out of Energy Saver mode.

3 SYSTEM **key:** Displays system and printer unit information on the touch panel display.

4 **Status lights:** These four lights indicate the status of the system. (See page 34 for a description of how to interpret the colors and behavior of the status lights.)

5 **Display contrast dial:** Turn to adjust the contrast on the touch panel display. (See page 38 for instructions on adjusting the contrast on the touch panel display.)

6 RESET **key:** Press to return the copy module to its default setting (Default mode). For more information about Default mode, see page 51.

7 HELP **key:** Press to display explanations of the system keys and features.

8 ADMINISTRATION FUNCTIONS **key:** Press to select or cancel out of the Administration Functions (also called Additional Functions).

9 INTERRUPT COPY JOB **key**: Press to interrupt the current copy job to copy a job that has a higher priority.

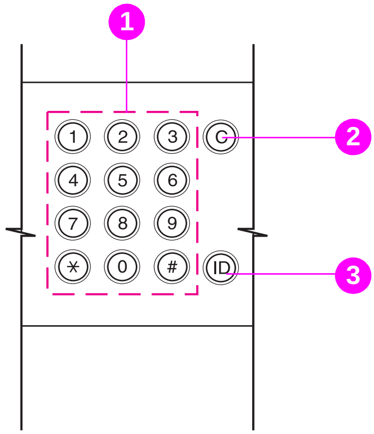


Figure 6 **Numerical key pad**

1 **Numerical key pad**: Press to enter the desired number of copies or to enter other numerical values when setting a copy mode.

2  CLEAR NUMERIC VALUE **key**: Press to reset the copy quantity to one, or to clear the last numerical value that was entered while setting a copy mode.

3  ID **(identification) key**: Enter an identification number, then press ID to access the system. Return the system to a locked mode by pressing ID when the job is complete.

Note The ID key is used only when identification numbers are assigned to departments or users. Identification numbers are assigned in the Administration (Additional) functions setting. For more information on creating department user ID numbers, see page 251.

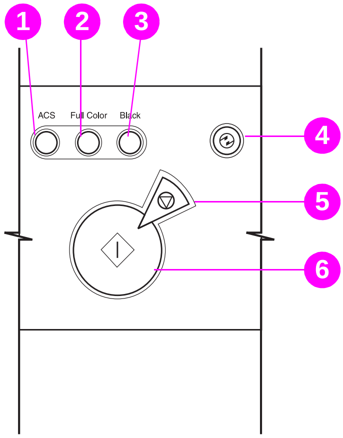


Figure 7 **Additional copy module keys**

1 ACS (Automatic Color Selection) **key**: Press to allow the system to automatically select between the black-and-white and full-color modes.

2 FULL COLOR **key**: Press to select the Full Color mode (copies are made in black, cyan, magenta, and yellow).

3 BLACK **key**: Press to select the Black Monochrome mode.

4  ENERGY SAVER **key**: Press to select the Energy Saver mode and reduce energy consumption. Press the key again to cancel the Energy Saver mode. This mode is similar to the printer unit PowerSave mode.

5  STOP **key**: Press to cancel a copy job.

6  START **key**: Press to begin making copies.

Interpreting status lights

Use the following table to interpret the status lights on the copy module.

Copy module status lights

Light	Function	Color and behavior	Meaning
COPY	Copying	Flashing green	The system is copying
	Error	Flashing orange	Ensure that media is in the selected tray. Check for a media jam. Replace the toner cartridge.
		Continuous orange	Contact your service representative.
SYSTEM	Data	Flashing green	The system is receiving data (print or copy).
	Error	Flashing orange	A printer unit error has occurred. Ensure that media is in the selected tray. Check for a media jam. Replace or install the required consumable or maintenance item.
		Continuous orange	The copy module needs servicing.
All lights on the status display are on		Flashing orange	Copying cannot be performed: Ensure that media is in the selected tray. Check for a media jam. Replace or install the required consumable or maintenance item.
		Continuous orange	Contact your service representative.

Help key function

The HELP key, shown below, provides several functions.

Note In the touch panel display, the HELP key is referred to as the GUIDE key.

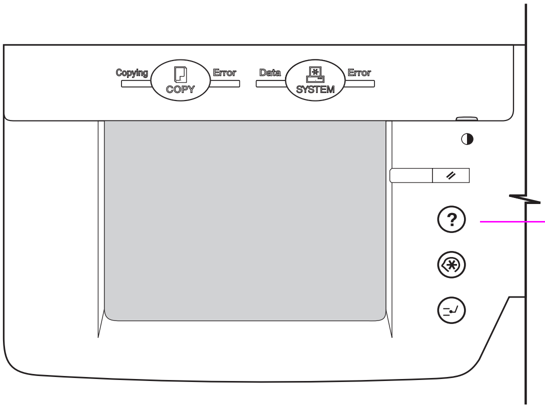


Figure 8 **Control panel Help key**

- Press the HELP key while a function is selected for an explanation of that particular function.
- Use the HELP key if you do not understand how to use the copy mode that you want to set. For example, to display the Help screen for the Zoom mode, use the following procedure:

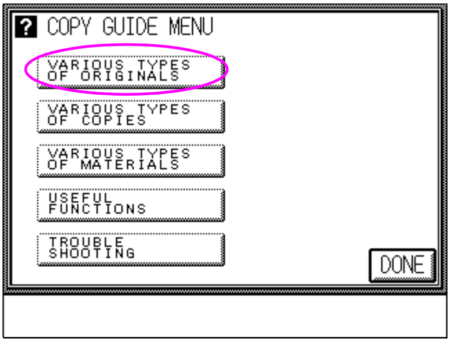
  1. Press ZOOM on the touch panel display, and then press HELP. The display will switch to the Help screen that explains the Zoom mode.

  2. To return to the Zoom mode display, press DONE.

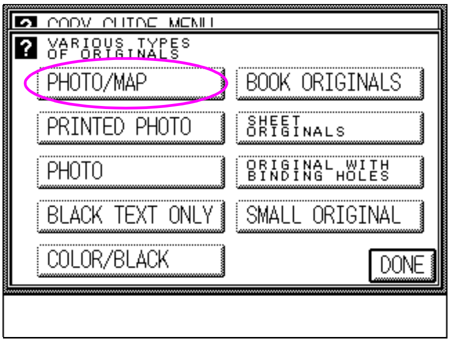
You can also use the HELP key to find the right function for your specific copying needs, or to find a brief explanation of a particular feature.

To do so, press HELP when the Basic Features screen (see page 39) or Special Features screen (see page 41) appears in the touch panel display. The touch panel display switches to the Help screen.

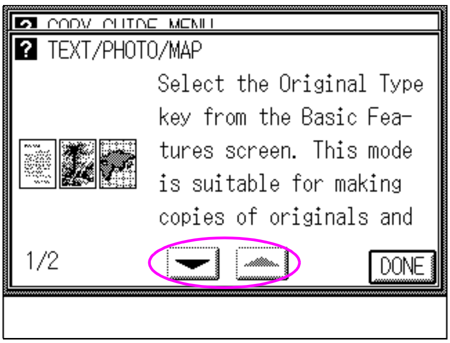
1



2



3



To use the Help key

For example, if you are not sure how to make copies of a magazine, use the following procedure:

1. Press HELP, and then press VARIOUS TYPES OF ORIGINALS.
2. Press PHOTO/MAP.
3. The touch panel display switches to the Help screen for Original Type. Use this mode for making copies of originals containing photographs and text. If there are multiple screens, use the ▼ or ▲ keys to view additional information.
4. To return to the screen that was previously displayed, press DONE on the touch panel display.

Touch panel display

Use the touch panel display to program the copy module settings or to make copies using various copying modes. Error messages caused by media jams or operational errors also appear in this display.

The following table provides an explanation of some of the functions of the touch panel display.

Touch panel display functions

Display	Explanation of functions
C	Press to cancel settings that you are in the process of selecting and return to the last operational step.
OK	Press to finalize settings that you have selected. The display will proceed to the next operational step.
DONE	Press to return to the original display (the Special Features screen or the Basic Features screen) after selecting a mode.

The touch panel display has two primary feature screens: the Basic Features screen and the Special Features screen. The following sections include diagrams and brief descriptions of both screens and their features.

Adjusting the brightness of the touch panel display

You can make the touch panel display brighter or darker by adjusting the contrast. To do so, turn the dial located on the right side of the copy module control panel, as shown below.

- To lighten the display, turn the dial in the clockwise direction.
- To darken the display, turn the dial in the counterclockwise direction.

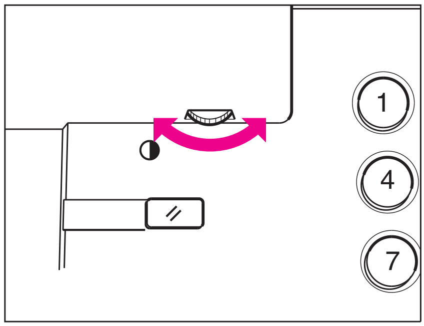


Figure 9 **Control panel display contrast adjustment**

Basic Features screen

The Basic Features screen is the default screen in the touch panel display. From this screen, you can learn about or set up the features described below.

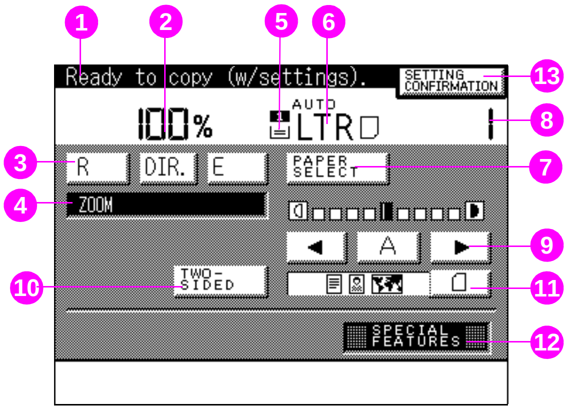


Figure 10 **Touch panel display—Basic Features screen**

1 **Message display**. Displays the system status and operator instructions.

2 **Copy ratio display (Reduce, Direct, Enlarge)**. Displays the copy ratio setting. For more information, see “Enlarging or reducing originals” on page 80.

3 **Reduce, Direct, Enlarge**. Press to select the most suitable setting for reducing or enlarging the image using preset ratios or to perform a direct copy (resets the copy module to 1:1 copying). For more information, see “Enlarging or reducing originals” on page 80.

4 **Zoom**. Press to specify the copy ratios, selectable in 1% increments, or to enlarge or reduce images in either the vertical direction or the horizontal direction. For more information, see “Enlarging or reducing originals” on page 80.

5 **Paper quantity indicator**. Displays the remaining quantity of media in the selected tray.

6 **Paper size display**. Displays the media size in the selected tray. For more information, see “Selecting the copy media size” on page 65.

7 **Paper Select**. Press to select Automatic Paper Selection or a specific tray. For more information, see “Using Automatic Paper Selection” on page 65.

Note STACK BYPASS refers to Tray 1.

8 **Copy quantity indicator**. Displays the number of copies to be made. For more information, see “Making copies” on page 74.

9 **Exposure control**. Press the left-facing arrow (◀) for lighter copies or press the right-facing arrow (▶) for darker copies. Press A (automatic) to select automatic exposure control. The copy module automatically adjusts the copy exposure to the most appropriate level for the original. For more information, see “Adjusting copy exposure” on page 79.

10 **Two-sided copying (duplexing)**. Press to select or cancel duplexing. Make copies of both sides of the original or on both sides of the copy media. Functionality differs depending on installed options. For more information, see “Making double-sided copies” on page 108.

11 **Original type**. Press to select the setting most suitable for the type of original to be copied. For more information, see “Selecting original type” on page 104.

12 **Special Features**. Press to display the Special Features screen on the touch panel display. Use the Special Features mode to select the desired copy image quality or the desired layout settings. For more information, see “Special Features screen” on page 41.

13 **Setting confirmation**. Press to check and confirm the selected programmed job settings. This button is only visible when job settings have been programmed. For more information, see “Confirming, canceling, or changing the mode settings” on page 126.

Special Features screen

The Special Features screen allows you to modify your copy job beyond the features offered in the Basic Features screen. To access the Special Features screen, press Special Features in the Basic Features screen.

The Special Features screen allows you to configure and use the features described below.

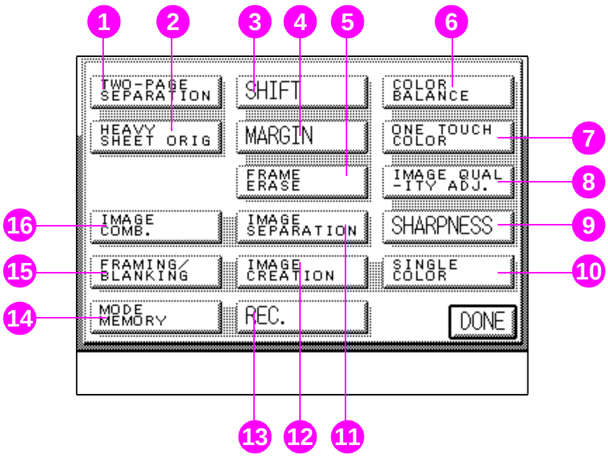


Figure 11 **Touch panel display—Special Features screen**

1 **Two-page Separation**. Press to create single-sided copies of facing pages (such as in a book or magazine). For more information, see “Separating pages” on page 130.

2 **Heavy Sheet Original**. Press to make copies of originals that were printed on special types of media. For more information, see “Copying from special-media originals” on page 161.

3 **Shift**. Press to move the original image to a selected area of the copy. For more information, “Shifting images” on page 132.

4 **Margin**. Press to establish a margin on copies. For more information, see “Shifting images to create margins” on page 137.

5 **Frame Erase**. Press to erase shadows on copies. For more information, see “Erasing frames” on page 140.

6 **Color Balance**. Press to adjust color levels for color copies. For more information, see “Color settings” on page 190.

7 **One Touch Color**. Press to apply preselected image enhancements to copies. For more information, see “One Touch Color” on page 201.

8 **Image Quality Adjustment**. Press to adjust background color or eliminate the copying of the back side of the original (in the case of thin media, such as a magazine). For more information, see “Background color adjustment” on page 205 and “Second Side Elimination” on page 208.

9 **Sharpness**. Press to adjust the image sharpness. For more information, see “Sharpening contrast” on page 186.

10 **Single Color**. Press to create a one-color copy of the original. For more information, see “Making single-color copies” on page 204.

11 **Image Separation**. Press to create a multi-page copy of a larger-size original. For more information, see “Separating images” on page 156.

12 **Image Creation**. Press to change the original image (such as mirroring, repeating, or slanting it) on the copy. For more information, see pages 177 to 186.

13 **Recall**. Press to recall copy settings stored in mode memory. For more information, see “Recall feature” on page 220.

14 **Mode Memory**. Press to store copy settings for the Rec. (recall) function. For more information, see “Mode Memory” on page 212.

15 **Framing/Blanking**. Press to copy only certain portions of the original. For more information, see “Framing” on page 164 and “Blanking” on page 169.

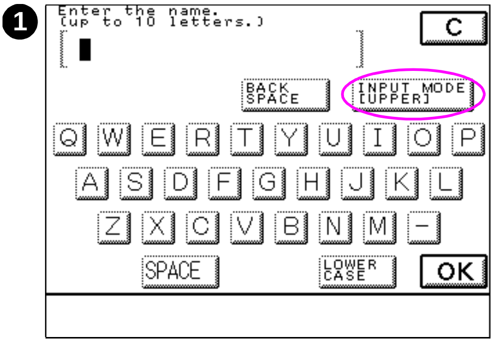
16 **Image Combination**. Press to automatically reduce several originals to fit on one copy. For more information, see “Combining images” on page 151.

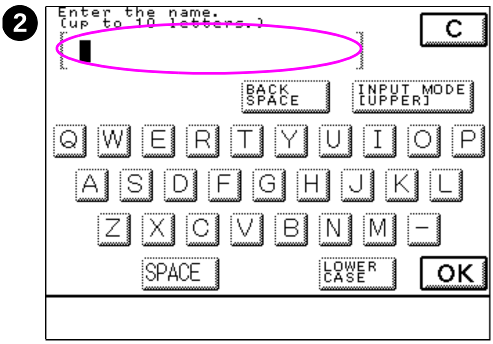
Entering characters on the touch panel display

Alphabetical characters are used to personalize the entry modes on the copy module. For example, you can assign a name to a color balance setting or to a mode key.

To enter characters, use the alphabetical keys that appear in the touch panel display. You can enter alphabetical characters (upper case or lower case) and special characters.

Note The modes that you select and the number of characters that you enter may vary. Up to 10 characters can be entered depending on the mode to be stored. A special character is counted as two normal characters. Enter numbers using the numeric keys on the copy module control panel.





Entering alphabetical characters

The following example provides instructions on entering alphabetical characters to personalize entry modes.

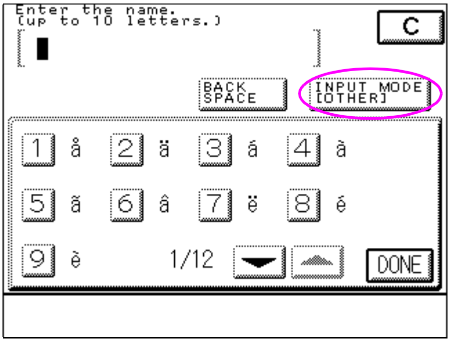
Example: Enter “Copy A”.

1. Press INPUT MODE until UPPER appears.

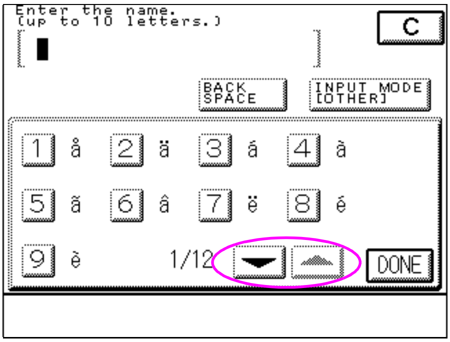
Note
Each time INPUT MODE is pressed, the the entry mode changes.

2. Type “Copy A” by touching the letters on the touch panel display.
3. When you have entered all the characters, press OK.

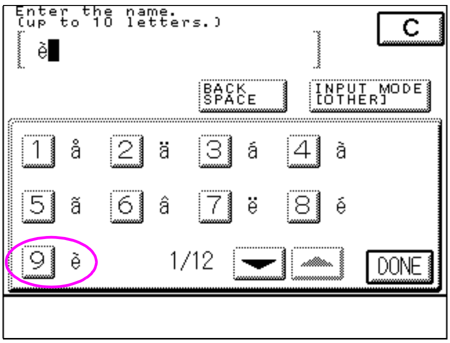
1



2



3



Entering special characters

The following example provides instructions on entering special characters to personalize entry modes.

Example: Enter “è.”

1 Press INPUT MODE until OTHER is displayed.

Note
Each time INPUT MODE is pressed, the the entry mode changes.

2 Press the ▼ key or the ▲ key to display the desired special character.

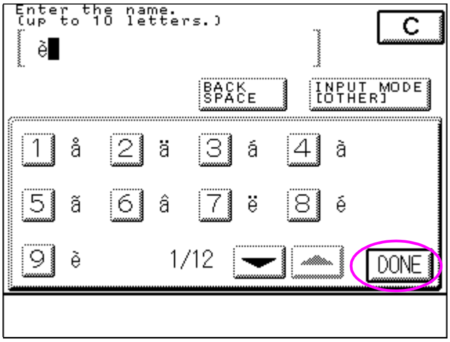
3 Press the number of the desired special character in the touch panel display.

Note
You can also select the desired special character by pressing the equivalent numerical images.

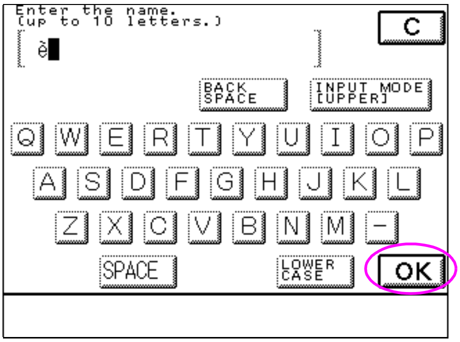
If you make a mistake when entering special characters, press BACK SPACE to delete the character.

You can also delete all the entered characters by pressing C.

4



5



4 Press DONE.

5 When all of the special characters are entered, press OK.

Enter additional characters by pressing INPUT MODE until UPPER is displayed before pressing OK.

Legal limitations of color copying

Copying certain documents in color may be illegal and may result in either criminal or civil liability. The following list is intended to be a guide rather than a complete listing of every possible restriction. Check with your legal counsel if you are copying a questionable document not listed here.

The following documents may not be copied:

- Paper money, travelers checks, or money orders
- Food stamps
- Certificates of deposit
- Passports
- Postage stamps (canceled or uncanceled)
- Immigration papers
- Identifying badges or insignias
- Selective service or draft papers
- Bonds or other certificates of indebtedness
- Checks or drafts drawn by governmental agencies
- Stock certificates
- Motor vehicle licenses and certificates of title
- Copyrighted works or works of art without the permission of the copyright owner

Note The copy module is provided with a security key to ensure that only authorized copies are made. Use of this key should be strictly supervised.

2 Basic copy module functions

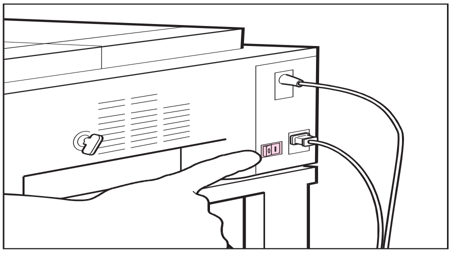
Overview

This chapter covers the basic functions of the HP Color LaserJet 8550MFP copy module. Topics include:

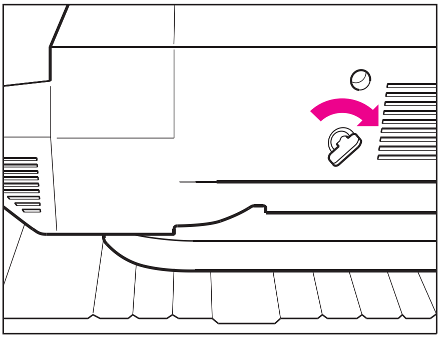
- Turning the copy module on
- Turning the copy module off
- Energy-saving features
- Automatic Start function

Turning the copy module on

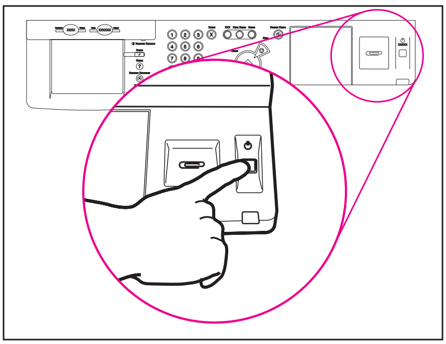
1



2



3

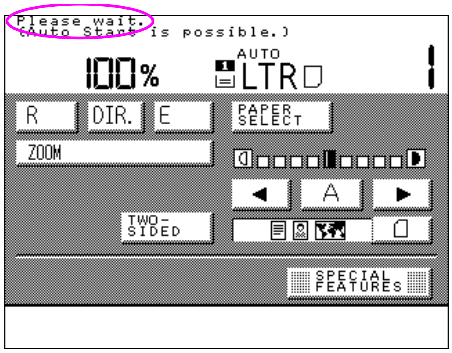


1. Turn on the power switch that is located on the right rear side of the copy module.
2. Make sure that the copy module key is in the ON position.

Note
Keep the power switch and key in the ON position at all times. Use the power button specified in step 3 to turn the system on and off. If the rear power switch gets turned off, wait at least 5 seconds before turning it back on.

3. Press the power button located on the right side of the copy module control panel to turn the system on. The green light beneath the power button is lit when the power is on.

Note
This power button provides power to both the copy module and the printer unit. If you turn off the power using this button, wait at least 5 seconds before turning it back on.



4 During the copy module warm-up cycle, this screen appears on the touch panel display. The message PLEASE WAIT is displayed in the upper left hand corner.

Note
You can set your copy job settings while the system is warming up. (See “Automatic Start function” on page 53.)

After the warm-up cycle is complete, the Basic Features screen appears with the message READY TO COPY in the upper-left hand corner. The copy module is now ready to make copies and is in Default mode (see page 31), which means that the default settings are activated.

The default copy settings are:

- Copy ratio: direct (100%)
- Copy paper selection: Automatic Paper Selection
- Copy exposure: manual exposure control
- Copy quantity: 1
- Original type: Text/Photo/Map

To change the default settings, see “Changing Standard Settings” on page 264.

Note
This screen may differ depending on the optional accessories that have been installed.

Turning the copy module off

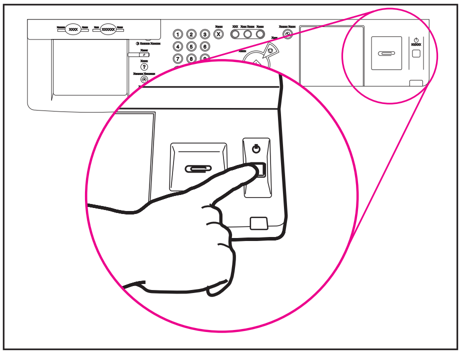


Figure 12 **System power button**

To turn off power to the system (both the copy module and the printer unit), press the power button located on the right side of the copy module control panel. The green light located beneath the power button will be off when the power button is turned off.

Below are some suggestions for determining when to turn the system off:

- Turn off the system when not in use for a prolonged period of time (for example, turn off the system overnight).
- After turning the system on, the touch panel display should appear before turning the system off again.

Additional features

Energy-saving features

The copy module features two energy-saving modes. These settings lower the power consumption of the system while it is not in use. For more information about energy-saving features, see the following sections:

- Energy Saver mode (see page 240)
- Low-power mode (see page 272)

Automatic functions

The copy module features several automatic modes. These modes allow you to set certain copy module functions to operate automatically. For more information about automatic functions, see the following sections:

- Automatic Power-off Time function (see page 273)
- Automatic Clear Time function (see page 269)

Automatic Start function

The Automatic Start function allows copying to automatically start after the system has warmed up.

Automatic Start will occur:

- after you have turned the power on
- after you have canceled the Energy Saver mode
- after you have cleared jammed copy media

Note Automatic Start will not work if the system is processing a copy or print job.

To set Automatic Start

1. Place your original on the glass or in the optional ADF, and then enter the desired copy settings.
2. Press START to make copies.
3. This following message appears: COPYING WILL BEGIN WHEN WARMED UP.
4. When the copy module is ready, copying will begin automatically.

Note To cancel Automatic Start, press STOP or RESET. Automatic Start will be canceled automatically when the cover of the copy module is opened.

You cannot use the Interrupt mode with Automatic Start.

3 Common copying tasks

Overview

This chapter covers information about selecting the correct media for your copy module and performing the basic copying tasks. These tasks can be selected in the Basic Features screen on the touch panel display.

This chapter includes information on the following:

- Selecting media
- Loading media
- Making copies
- Adjusting copy exposure
- Selecting the copy media size
- Enlarging or reducing originals
- Selecting original type
- Making double-sided copies
- Additional basic copying features
- Confirming, canceling, or changing the mode settings

Note Many of the tasks in this section refer to a media type called Letter-Rotated or A4-Rotated. This refers to standard Letter-size and A4-size media. But in order for some copy module features to function correctly, the Letter-size and A4-size media must be placed into the tray short-edge first (rotated).

Selecting media

Many types of media and other print media can be used with the copy module, within certain specifications. Using media that does not meet the specifications outlined in this chapter can increase the incidence of media jams, contribute to repair and maintenance costs, and cause premature wear, copy quality problems, and problems requiring service. This service might not be covered by the HP warranty or service agreements.

Before purchasing media or specialized forms, test a small quantity in the system. Make sure your media supplier obtains and understands the media and print media specifications in the *HP LaserJet Printer Family Paper Specification Guide*.

Note It is possible that media could meet all of the specifications in this chapter and still not copy satisfactorily. This might be caused by abnormal characteristics of the operating environment or other variables over which HP has no control, such as extremes in temperature and humidity.

- Use only media that meet the specifications outlined in this chapter.
- Do not attempt to use unsupported sizes or weights of media or other unsupported media. For more information on supported media, see the "Media specifications" table on page 57.
- Always handle transparencies and glossy media by their edges to avoid fingerprints in the image area.
- Do not use media that has already passed through a printer or through a copy machine, even if there is no printing on the page.
- Recycled media can be used with this copy module. Recycled media must meet the specifications shown in this chapter.

Media specifications

The following table contains information about loading media into the copying trays. The table includes specifications about special types of media such as transparencies, envelopes, labels, and prepunched paper.

Media specifications

Tray Location	Media type & size	Media weight	Orientation	Maximum capacity
Tray 1 (multi-purpose or stack bypass tray; located on the printer unit)	**Media** Letter A4 Executive Legal Ledger A3 A5 **Custom sizes:** minimum 99.1 by 190.5 mm (3.9 by 7.5 in) maximum 305 by 470 mm (12 by 18.5 in)	60 to 216 g/m^2 (16 to 58 lb) bond Heavy media: (105 to 216 g/m^2; 28 to 58 lb) bond	SS*: Face up DS*: Face down L&F*: Short edge (top) toward the rear of tray Letter/A4: Long edge toward the printer unit	100 sheets of 75 g/m^2 (20 lb) bond. Limit to media-fill mark on the media-width guides.
	Prepunched media Letter A4	60 to 216 g/m^2 (16 to 58 lb) bond	SS*: Face up, with the holes toward printer unit DS*: Face down, with the holes away from printer unit	100 sheets of 75 g/m^2 (20 lb) bond. Limit to media-fill mark on the media-width guides.

* **SS** = single-sided printing; **DS** = double-sided printing; **L&F** = letterhead and preprinted forms

** HP recommends using 5 mils (0.13 mm) thick transparencies with this system.

Media specifications (continued)

Tray Location	Media type & size	Media weight	Orientation	Maximum capacity
Tray 1, continued	**Trans-parencies**** Letter A4	4 to 5 mils (0.10 to 0.13 mm) thick	Face up, with the long edge toward the printer unit	Fill to media-fill mark on the media-width guides.
	Envelopes Double postcard (JPOSTD) B5 Commercial #10 C5 DL Monarch	Maximum of 90 g/m^2 (24 lb) bond	Face up, with the short edge toward the printer unit	Approximately 10 Fill to media-fill mark on the media-width guides.
	Labels: Letter A4	—	Face up, with the long edge toward the printer unit	Fill to media-fill mark on the media-width guides.

When placing originals horizontally in the optional ADF, you must rotate media loaded in Tray 1 for proper copying.

* **SS** = single-sided printing; **DS** = double-sided printing; **L&F** = letterhead and preprinted forms

** HP recommends using 5 mils (0.13 mm) thick transparencies with this system.

Media specifications (continued)

Tray Location	Media type & size	Media weight	Orientation	Maximum capacity
Trays 2 and 3 (front-loading trays on the printer unit)	**Media** Letter A4 Executive Legal	60 to 105 g/m^2 (16 to 28 lb) bond	SS*: Face down DS*: Face up L&F*: Short edge (top) toward the rear of tray	500 sheets of 75 g/m^2 (20 lb) bond Limit to media-fill mark on the media-width guides.
	Prepunched media Letter A4	60 to 105 g/m^2 (16 to 28 lb) bond	SS*: Face down, with the holes to the right DS*: Face up, with the holes to the left	500 sheets of 75 g/m^2 (20 lb) bond Limit to media-fill mark on the media-width guides.
	Transpar-encies** Letter A4	4 to 5 mils (0.10 to 0.13 mm) thick**	Face down	Limit to media-fill mark on the media-width guides.
Tray 3 only (bottom front-loading tray on the printer unit)	11 by 17 in A3	60 to 105 g/m^2 (16 to 28 lb) bond	SS*: Face down DS*: Face up L&F*: Short edge (top) toward the rear of tray	500 sheets of 75 g/m^2 (20 lb) bond Limit to media-fill mark on the media-width guides.

* **SS** = single-sided printing; **DS** = double-sided printing; **L&F** = letterhead and preprinted forms

** HP recommends using 5 mils (0.13 mm) thick transparencies with this system.

Loading media

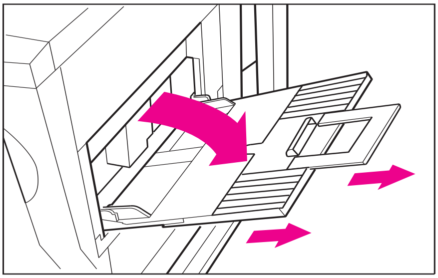
Loading the system input trays

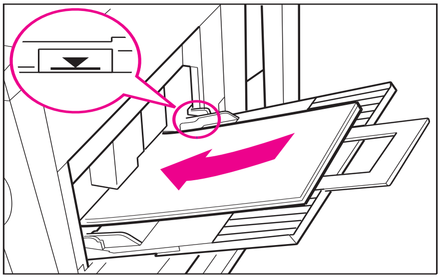
For complete instructions on loading and configuring input trays, see the *HP Color LaserJet 8500, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* (on CD-ROM).

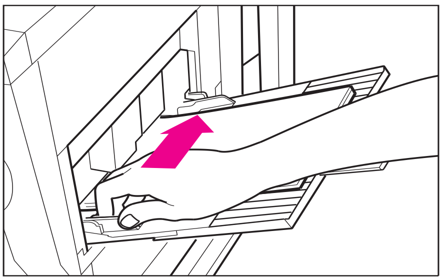
To load the system input trays, first adjust the media-width guides and then load the media, as shown in the following procedures. After loading the media, configure the input tray in the printer unit control panel.

Note To avoid media jams, never add or remove media while the printer unit is printing. Never overload an input tray.

Loading media in Tray 1 (stack bypass)

1


2


3


1 After placing your original on the glass or in the ADF tray, open Tray 1 (stack bypass).

Note
When using large copy media, pull out the tray extension.

2 Place sheets of copy media in Tray 1 with the side to be copied on facing up.

The media size selection screen automatically appears in the touch panel display.

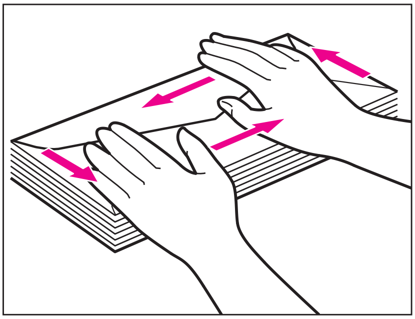
Note
Make sure that the height of the media stack does not exceed the media-fill mark.

3 Adjust the media-width guides to fit the size of the copy media.

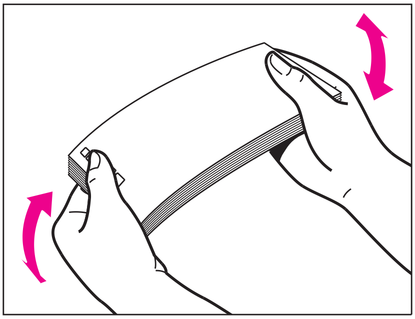
Note
If media loaded in Tray 1 is too loose or tight, media jams can occur or copies might misalign.

Loading envelopes into Tray 1

1



2



Using Tray 1, you can copy on a varying sizes of envelopes (see “Media specifications” on page 57).

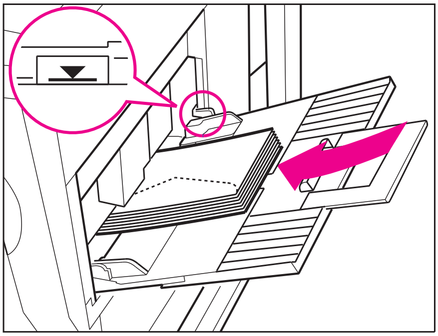
1 Place a bundle of envelopes on an even surface and flatten them out neatly with your fingers. Make sure the envelopes are not nested together.

Note
Always flatten envelopes on an even surface.

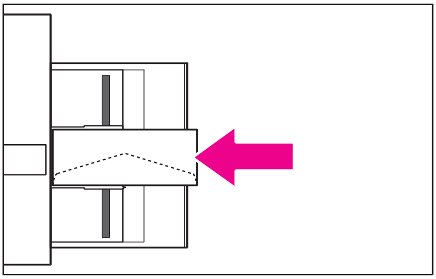
2 Hold the bundle by the edge with both hands. Fan the envelopes out well before use.

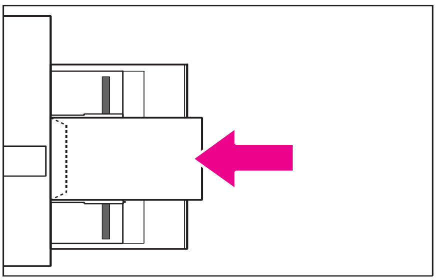
Note
Take care not to put extra air into the envelopes. If this happens, remove the air by pressing the bundle from above.

3



4





3 Place the bundle of envelopes with the front side placed face up in Tray 1. Confirm that the flaps of the envelopes are placed on the left side (facing the side of the front cover) of the tray.

The media size selection screen appears automatically in the touch panel display.

Note

Up to 10 envelopes can be placed in the stack bypass. Make sure that the height of the media stack does not exceed the media-fill mark at the back of the tray.

---

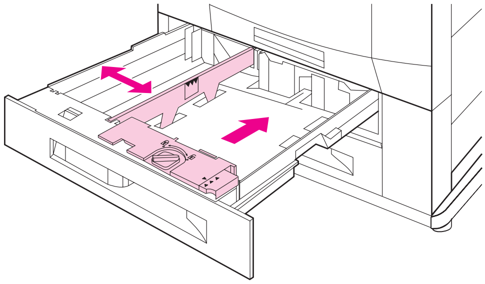
4 Adjust the media-width guides to fit the size of the envelopes.

- You cannot copy onto the back side of envelopes (the side with the flap). If you use top-flap envelopes, place the flap toward the copy module.
- If you use ISO-B5 envelopes, place them so that the flap is firmly folded down and facing downwards in the tray.

Note

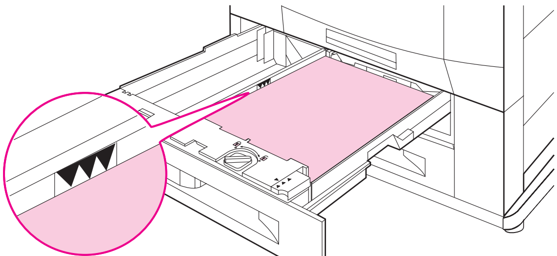
Align the envelopes properly with the media-width guides. If envelopes are loaded too loosely or tightly in Tray 1, media jams or misalignment may occur.

Loading media into Trays 2 and 3



1 Open Tray 2 or 3.

2 To load media that is a different size from the media previously loaded in the tray, move the two media-width guides to the correct positions.



3 Load media up to the media-fill marks. For example, 500 sheets of 75 g/m^2 (20 lb) bond media will fit in either tray. Do not fill the tray above the media-fill mark.

4 Push the tray into the printer unit.

5 Configure the media type in the PAPER HANDLING MENU in the printer unit control panel.

Selecting the copy media size

Using Automatic Paper Selection

When Automatic Paper Selection is on, the copy module automatically selects the appropriate copy media size, depending on the size of the original and the selected copy ratio. Automatic Paper Selection is enabled in the copy module Default settings.

Do not use the following types of originals with Automatic Paper Selection:

- non-standard size originals
- highly transparent originals
- originals with an extremely dark background
- executive-size and smaller-size originals

You cannot use Automatic Paper Selection with the following settings:

- Automatic XY Zoom
- Automatic Zoom
- Image Combination
- Image Separation
- Automatic Repeat setting in Image Repeat

Before using Automatic Paper Selection

Use the following feature and guidelines to optimize your copying using Automatic Paper Selection.

- Automatic tray switching

Note In the touch panel display, this feature reads as AUTOMATIC DRAWER SWITCHING.

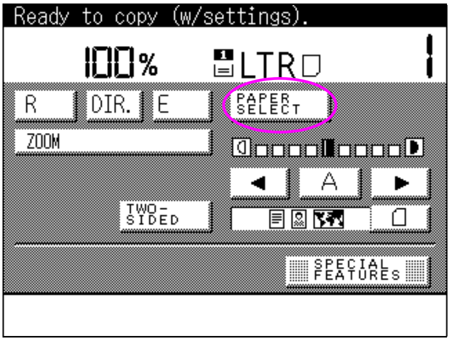
By setting this feature, if a tray runs out of copy media during copying, the copy module automatically locates another tray loaded with the same copy media size. The system will automatically feed media from the alternative media tray.

Note You can set whether or not a tray is subject to Automatic Tray Switching. (See "Tray Eligibility for APS/ADS" on page 234.)

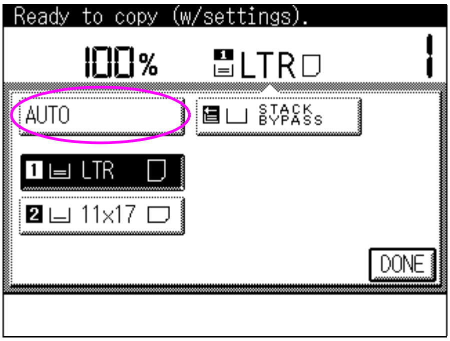
- Media guidelines
  - Make sure that transparencies, glossy films, or thick copy media are output to the left output tray when making copies. Remove the output copies immediately. Failure to do so may result in media jams.
  - When either transparencies or glossy films are placed in Tray 1 (stack bypass), place them vertically (long-edge first).
  - You cannot select the ACS (Automatic Color Selection) function when placing originals in the optional ADF and making copies using Tray 1 (stack bypass) when you have selected Transparency, Heavy Paper 2, or Glossy Film for the copy media material. Select Full Color mode or Black Monochrome mode.
  - To obtain the best copies and to prevent damage to the copy module, use the transparencies or glossy films that HP recommends for use with this copy module (see the "Media specifications" table on page 57).
  - When copying both color and black-and-white originals, separate the color originals from the black-and-white originals or copy all of them using the Full Color mode. (When making copies in the Full Color mode, black-and-white originals will be counted as full-color copies.)

CAUTION Using copy media that has not been specified for use with a color laser copier can damage the copy module. For further information, see the *HP LaserJet Printer Family Paper Specification Guide* or contact your service representative.

1



2



To set Automatic Paper Selection

To automatically select the media size of the copy:

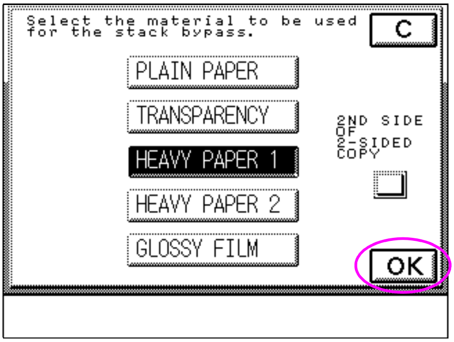
1 After placing your original on the glass or in the optional ADF, and then press PAPER SELECT in the touch panel display.

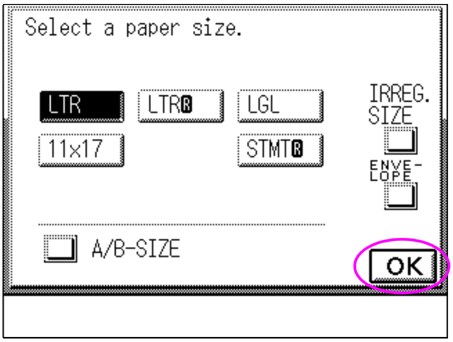
2 Press AUTO (automatic), and then press START on the copy module control panel to make copies.

Note
The screen that appears in the touch panel display varies depending on the optional accessories that are attached.

Note
You can set Automatic Paper Selection for specific trays (see “Tray Eligibility for APS/ADS” on page 234).

Selecting copy media size in Tray 1





1 Load media into Tray 1. (For more information on how to load Tray 1 see page 61.) Select the copy media size, then press OK.

2 The media type selection screen appears. There are five types of copy media:

- PLAIN PAPER: more than 64 g/m^2 (17 lb) bond and less than 105 g/m^2 (28 lb) bond
- TRANSPARENCY: Transparencies
- HEAVY PAPER 1: Copy media heavier than plain paper 105 g/m^2 (28 lb) bond
- HEAVY PAPER 2: Copy media heavier than heavy paper 1 135 g/m^2 (32 lb) bond
- GLOSSY FILM: Glossy films

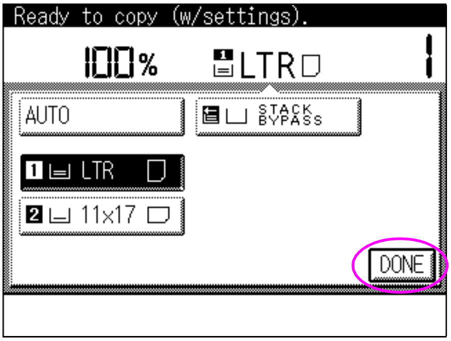
Press the copy media you want, and then press OK.

Note

When IRREG. SIZE (irregular size) is pressed, you can specify the copy media size, selectable in 1 mm (1/16 inch) increments.

When A/B-SIZE is pressed, you can select the International Standards Organization (ISO) media size.

3

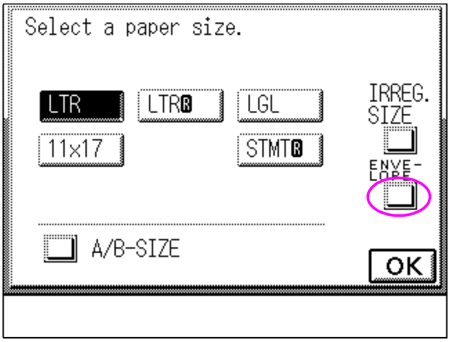


Note
For additional information, see the *HP LaserJet Printer Family Paper Specification Guide*.

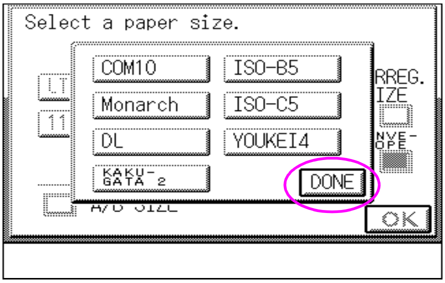
3 The media size selection screen appears. Press DONE, and then press START on the copy module control panel to begin the copy job.

Selecting envelope sizes in Tray 1 (stack bypass)

1



2



1 Load envelopes into Tray 1. (For more information on how to load envelope into Tray 1 see page 62.) In the paper size selection screen, press ENVELOPE. The envelope size selection screen appears.

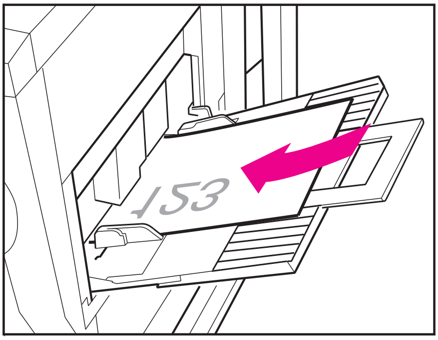
2 Select the size of the envelopes to be copied, and then press DONE.

CAUTION

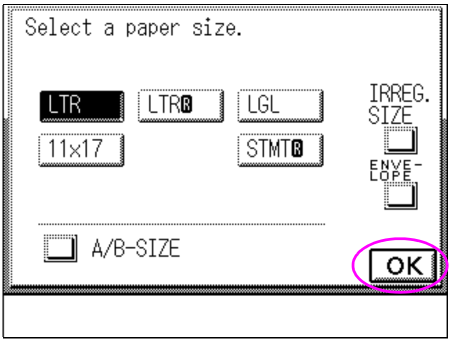
Always select the same envelope size to match the envelopes to be copied. Failure to do so could result in media jams.

Selecting copy media size using Tray 1 for double-sided copies

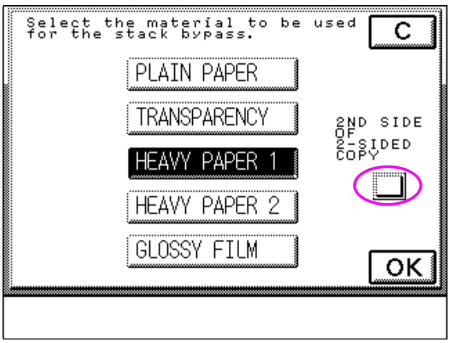
1



2



3



You can use Tray 1 to copy onto the second side of a sheet. However, the first side of the originals must have already been copied. Place originals with the printed side down in Tray 1.

Note
Use 105 g/m^2 (28-lb) bond when making double-sided copies using Tray 1.

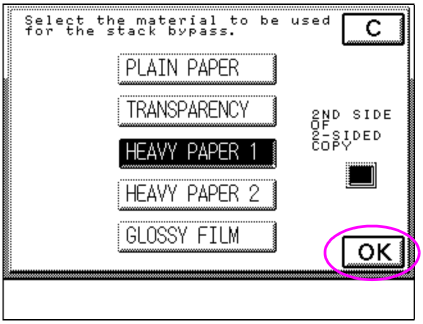
1 Place the media in Tray 1 so that the top of the sheet is placed on the left side, facing the copy module front cover.

   The media size selection screen automatically appears.

2 Select the copy media size, and then press OK.

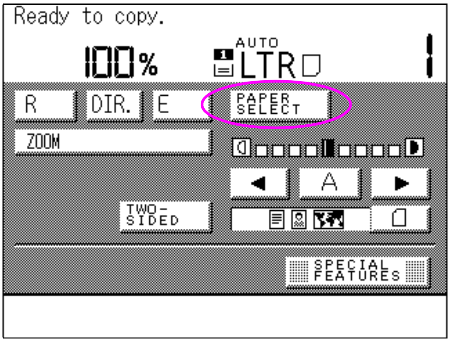
3 Select the copy media, and then press 2ND SIDE OF 2-SIDED COPY. (Do not select TRANSPARENCY or GLOSSY FILM.)

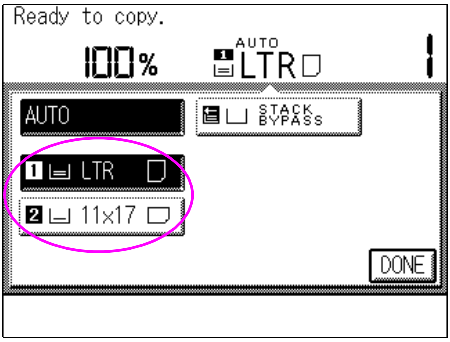
4



4 Press OK, and then press START on the copy module control panel to begin the copy job.

Selecting paper manually

1


2


You can manually select the desired copy media size.

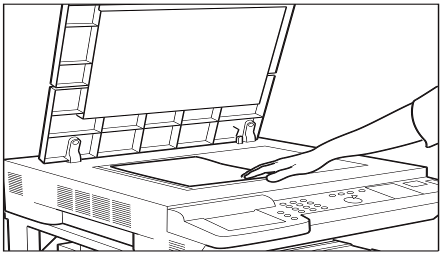
1 After placing your original on the glass or in the optional ADF, press PAPER SELECT.

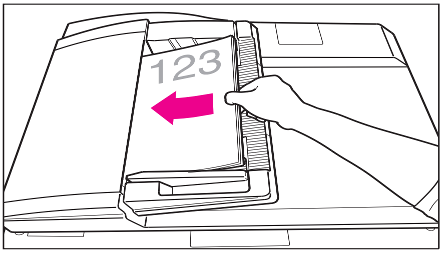
2 Select the copy media size, and then press START on the copy module control panel to begin the copy job.

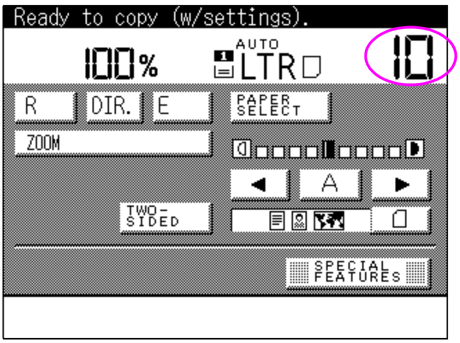
Note
The screen that appears in the touch panel display varies depending on the optional accessories that are attached.

Making copies

Basic copying operations

1


2


3


1 Place your originals on the glass (see page 76)

or

2 place your originals in the optional ADF (see page 77).

3 Enter the copy quantity using the numeric key pad on the copy module control panel and set the copy mode.

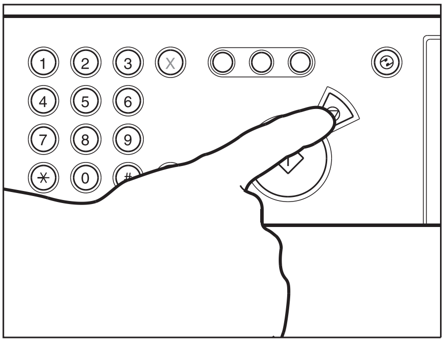
The basic copy modes include the following:

- Copy exposure
- Copy media size
- Enlarging or reducing the copy ratio
- Original type
- Special Features mode settings

4 Press START on the copy module control panel to begin the copy job.

Note
Do not touch the copy module cover during a copying job. Doing so may cause the original to shift, which can adversely affect the quality of the copies or prevent images from copying.

1

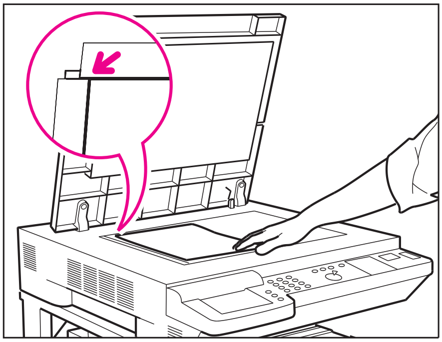


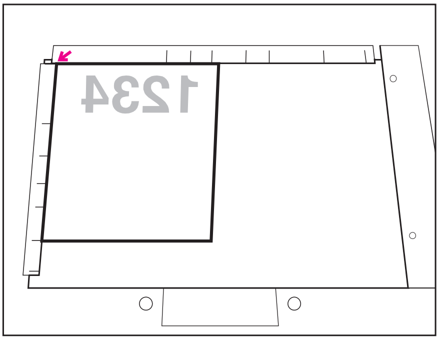
To stop before a copy job is complete

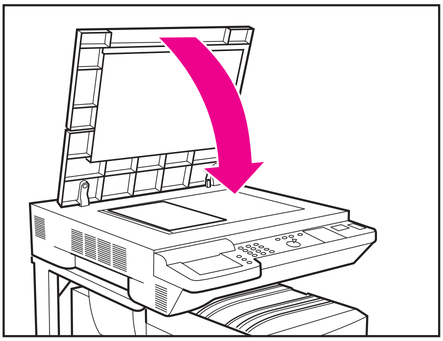
1 Press STOP on the copy module control panel.

Note
Several sheets may output even after STOP has been pressed.

Placing the original on the glass

1


2


3


1 Lift the cover and place the original face-down on the glass.

2 Align the corner of the original with the “arrow” mark in the upper-left corner of the glass.

Note
The size of the original determines whether you should place the original vertically (portrait) or horizontally (landscape) on the glass. The position of the original affects the Automatic Paper Selection feature.

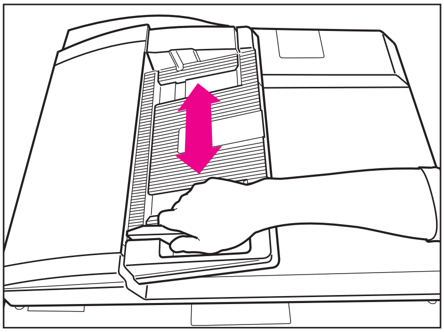
3 Lower the copy module cover and press START on the copy module control panel.

CAUTION
When copying thick items, such as books, do not press down hard on the copy module cover. Doing so may damage the glass and result in injury.

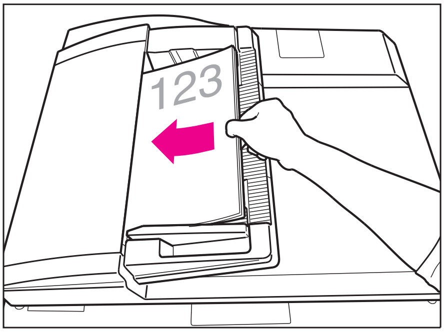
Note
When copying originals that are composed of both color and black-and-white, make copies of them by separating the color originals from the black-and-white originals or make copies of them all using Full Color mode. (When making copies in the Full Color mode, black-and-white originals will be counted as full-color copies.)

Placing the original in the optional ADF

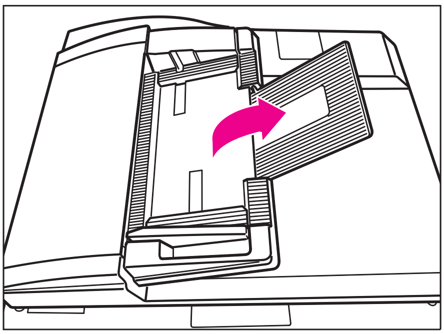
❶



❷



❸



When you place several sheets of originals in the optional ADF and press START, they are automatically fed to the glass for copying. Double-sided originals are automatically flipped inside the optional ADF to make copies of both sides.

1 Adjust the media-width guides on the optional ADF to fit the size of your originals.

2 Load the originals into the ADF tray face up.

Note
When enlarging from Letter- or A4-size originals, place the originals horizontally.

3 Flip up the ADF tray extension for copying rotated or long originals (such as Legal-size or A3 media).

Note
Remember to load rotated media short-edge first into Tray 1 (the stack bypass or multipurpose tray) when copying from rotated originals or when reducing A3-, Legal-, or Ledger-size media.

The following types of originals can be used in the optional ADF:

- Original media weight: 50 to 105 g/m^2 (15 to 28-lb) bond
- Original media size: 11 by 17 in, Legal, Letter, Executive, A4, A3 (Executive-size originals must be placed vertically.)
- Original tray capacity:
  11 by 17 in, Legal, A3: up to 25 sheets (80 g/m^2 or 20-lb bond)
  Letter, Executive, A4: up to 50 sheets (80 g/m^2 or 20-lb bond)

When originals are placed in the optional ADF, the copy module will automatically select the left output tray or the face-down output bin to output copies, depending on the selected copy settings. To change this setting, press ADMINISTRATION FUNCTIONS and then press CUSTOM COMMON SETTINGS (see “Copy Tray setting” on page 244).

Do not use the following types of originals in the optional ADF:

- originals with tears, large holes, or binding holes
- severely curled originals or originals with sharp folds
- originals that are paper clipped or stapled
- transparencies or other highly transparent originals
- other originals that may not feed smoothly

Note Color copies made with the copy module, or other originals that contain large quantities of toner, may not feed properly through the optional ADF. It is recommended that you use the glass when copying these types of originals.

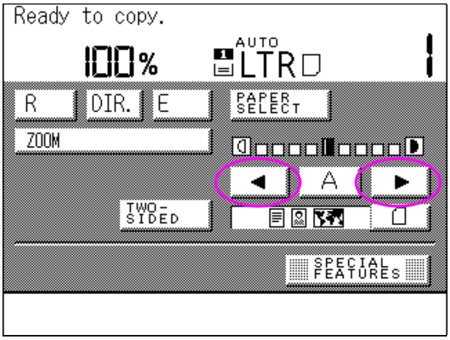
Note Check the condition of originals that have been repeatedly fed through the optional ADF. When making several copies using the same originals, the originals may become folded or wrinkled and may not feed smoothly.

Note You cannot select the ACS (Automatic Color Selection) function when making copies using Tray 1 and selecting Transparency, Heavy Paper 2, or Glossy Film for the copy media material. Press FULL COLOR or BLACK on the copy module control panel.

Adjusting copy exposure

Manually adjusting the exposure

1



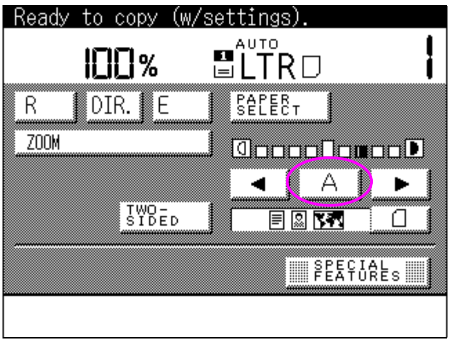
To manually adjust how light or dark the copied image appears on the media, follow the steps below.

1 After placing your original on the glass or in the optional ADF, press the arrow keys (◀ or ▶) to manually lighten or darken the copy exposure.

2 Press START on the copy module control panel to begin the copy job.

Selecting Automatic Exposure Control

1



To automatically adjust how light or dark the copied image appears on the media follow the steps below.

1 After placing your original on the glass or in the optional ADF, press A (automatic). The copy module will automatically select the correct level of exposure for your copies.

2 Press START on the copy module control panel to begin the copy job.

Enlarging or reducing originals

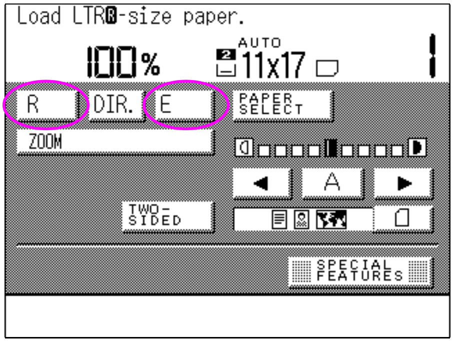
There are several ways to enlarge and reduce originals onto your copies. These include:

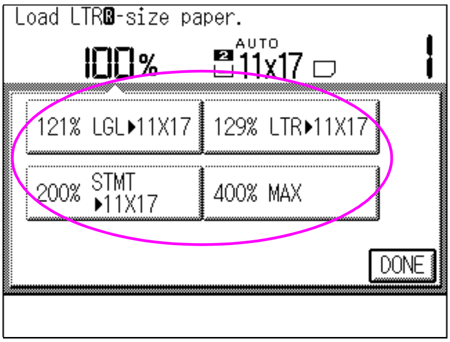
- using preset copy ratios
- using Automatic Zoom
- using the manual Zoom feature
- using Entire Image reduction
- using the Zoom Program
- using XY Zoom mode
- using Multi-page Enlargement mode

Each method for enlarging and reducing images is described in this section.

Using preset copy ratios

Use preset copy ratios to reduce or enlarge standard size originals to different standard sizes (for example, Letter or A4-size originals enlarged to Legal or A3-size copies).

1


2


Note
When enlarging Letter- or A4-sized originals to Ledger-, Legal-, or A3-sized copies, be sure to place the original on the glass horizontally. When reducing Ledger-, Legal-, or A4-sized originals to Letter- or A4-size, be sure to place Letter-R or A4-R media in Tray 1. Also make sure that the media in Tray 1 is loaded short-edge first (rotated).

1 After placing your original on the glass or in the optional ADF, press R (reduce) or E (enlarge).

Note
LOAD **-SIZE PAPER appears in the touch panel display when no copy media is loaded in either Tray 1 (stack bypass) or the selected media tray.

2 Select a preset copy ratio (Legal, Letter, Executive, or Maximum), and then press START on the copy module control panel to start the copy job.

Using Automatic Zoom

Depending on the size of the originals and the selected copy media, you can use Automatic Zoom to automatically select the appropriate copy ratio. The copies will be scaled proportionately using the same ratio in both the horizontal and vertical directions. The following copy media sizes can be used with the Automatic Zoom mode:

- 11 by 17 in
- Legal
- Letter
- Letter-R
- Executive-R
- A4
- A4-R
- A3

The example below illustrates what the finished copy will look like.

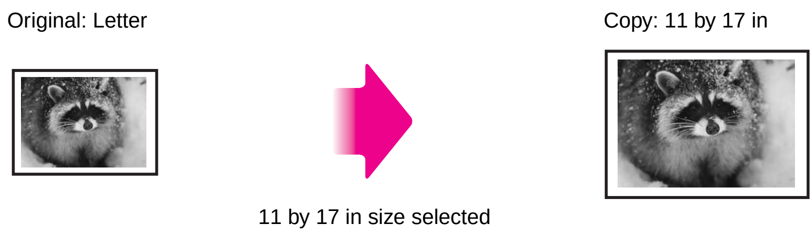
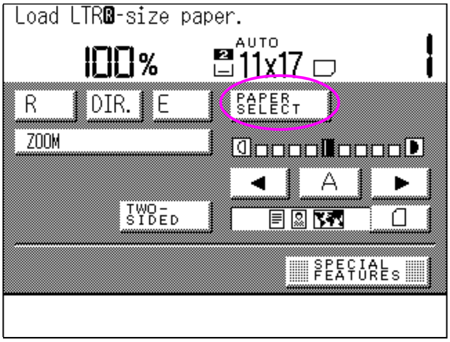


Figure 13 **Letter-size image automatically enlarged to 11 by 17 in**

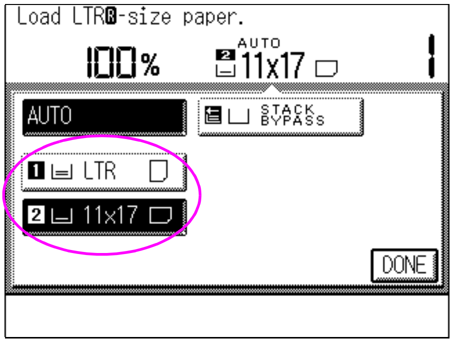
Note You cannot use Automatic Zoom with Automatic Paper Selection.

Note In Automatic Zoom, you cannot make copies of highly transparent originals, such as transparencies.

1



2



To use Automatic Zoom

1 After placing your original on the glass or in the optional ADF, press PAPER SELECT.

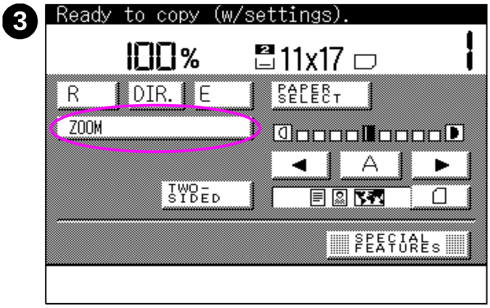
Note

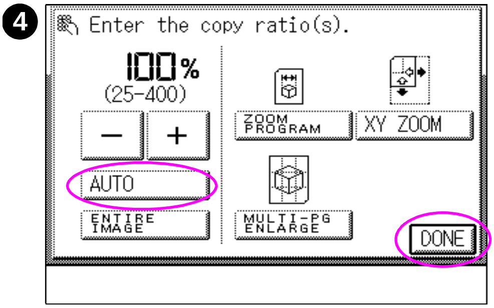
LOAD **-SIZE PAPER appears in the touch panel display when no copy media is loaded in the selected media tray.

2 Select the copy media size. (Select a preset copy media size other than AUTO [automatic].)

Note

The copy module automatically selects the appropriate copy ratio depending on the size of the originals and the selected copy media.



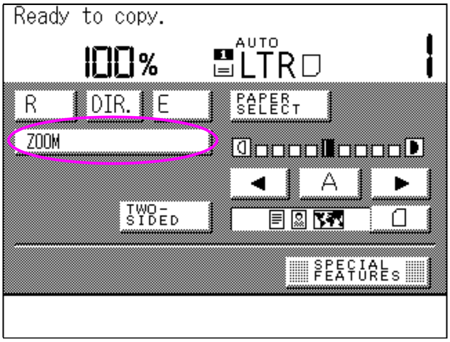


3 Press ZOOM.

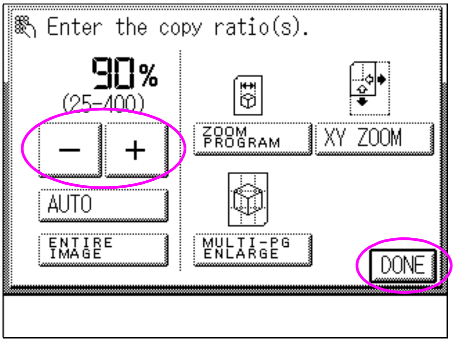
4 Press AUTO. Press DONE, and then press START on the copy module control panel to begin the copy job.

Using the manual Zoom feature

1



2



To enlarge or reduce in 1% increments

If you do not want to use a preset image size, you can manually enlarge or reduce copied images to any ratio from 25% to 400% of the original size.

1 After placing your original on the glass or in the optional ADF, press ZOOM.

2 Press - or + to adjust the copy ratio up or down in 1% increments. You also can enter the exact copy ratio using the numeric keys. Press DONE, and then press START on the copy module control panel to begin the copy job.

Note

Press C (clear) on the copy module control panel to cancel the entered values.

Press DIR (direct) in the basic features screen to return to direct copying (100%).

Using Entire Image reduction

When the image on your original has little or no margins, the resulting image copied onto the same size media might looked cropped or unfinished. To prevent making poor-quality copies of full-page originals, use the Entire Image setting. This setting slightly reduces the original to create a margin of white space around the copied image. The result is a more “finished” looking document.

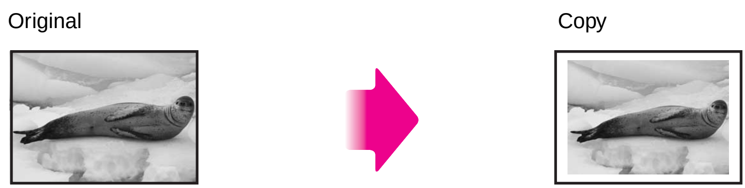
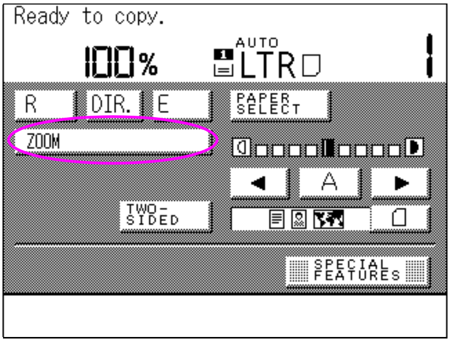
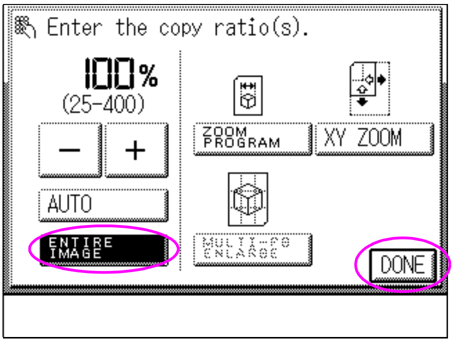


Figure 14 **Copied image is reduced slightly using the Entire Image setting**

1



2



To copy an entire image

1 After placing your original on the glass or in the optional ADF, press ZOOM.

2 Press ENTIRE IMAGE. Press DONE, and then press START on the copy module control panel to begin the copy job.

Using the Zoom Program

The Zoom Program is a feature that calculates the appropriate copy ratio for your document using the sizes of the original media and the copy media.

When using this program, the touch panel display prompts you for the media sizes. It then displays the suggested copy ratio, which you can select or change. The Zoom Program has two modes.

The first mode, Zoom mode, will adjust the image proportionally in both the horizontal and vertical directions.

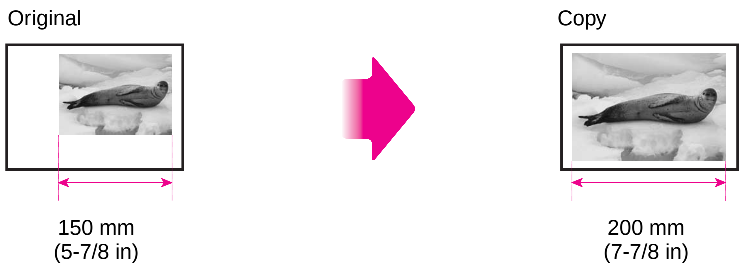


Figure 15 Copy created using Zoom mode of the Zoom Program

The second mode, XY Zoom mode, will allow variable adjustments to the image in either the horizontal or vertical direction (or a combination of the two).

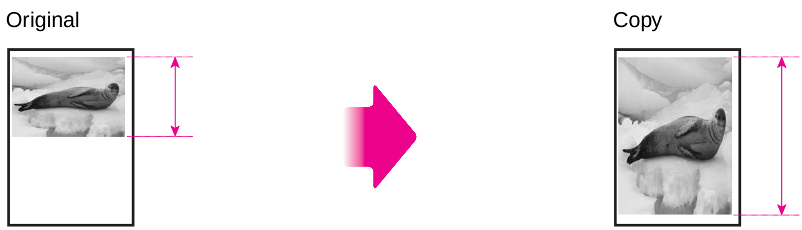


Figure 16 Copy created using XY Zoom mode of the Zoom Program

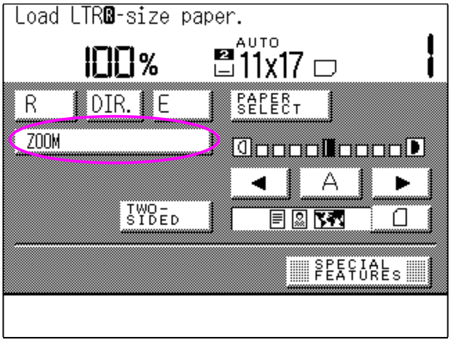
Using Zoom mode

The sizes of the original and the copy media can be entered in 1 mm or 1/16 in increments using a number entry screen on the display panel. Once you have entered the sizes, the copy module calculates the copy ratio using the following formula:

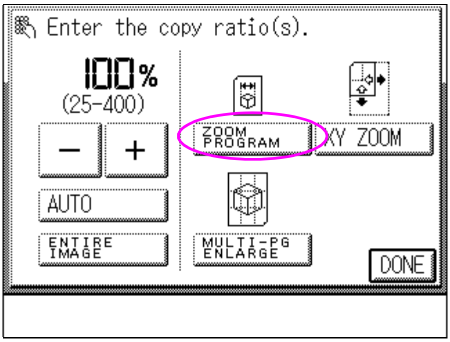
[copy ratio (%) = copy size (mm or in) / original size (mm or in)] x 100

If the calculated copy ratio is smaller than 25%, it will be set to 25%. If the ratio is larger than 400%, it will be set to 400%.

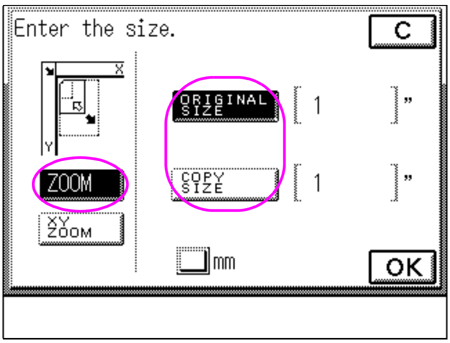
1



2



3



To make copies using the Zoom Program

1 After placing your original on the glass or in the optional ADF, press ZOOM.

Note

LOAD **-SIZE PAPER appears in the touch panel display when no copy media is loaded in the selected media tray.

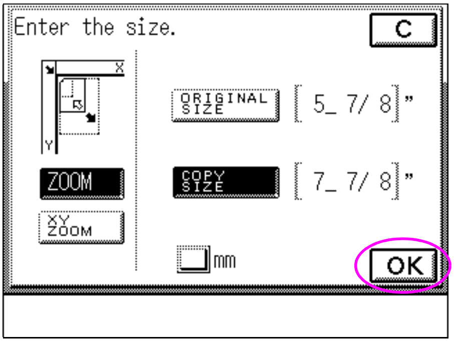
2 Select ZOOM PROGRAM.

3 Select ZOOM. Then press ORIGINAL SIZE; the numeric entry screen appears.

- Enter the width (X) or the length (Y) of the original.

  Press COPY SIZE; the numeric entry screen appears.

- Enter the desired width (X) or the length (Y) of the copy media.

4 

4 Confirm the settings, and then press OK. The copy module will automatically calculate the proportionate ratio. Then press START on the copy module control panel to begin the copy job.

Note

Press C (Clear) to cancel the entered values.

Press MM to enter values in millimeters instead of inches.

Using XY Zoom mode

If you want to stretch or shrink the copied image non-proportionately, use the XY Zoom mode. This mode has two settings:

- manual
- automatic

Use Manual XY Zoom to manually specify the copy ratio for the horizontal (X) and/or the vertical (Y) image directions in 1% increments:

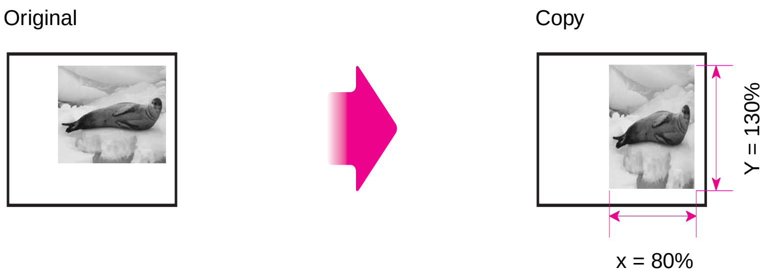


Figure 17 Manual XY Zoom

Use Automatic XY Zoom to automatically specify the copy ratio to match the size of the selected copy media:

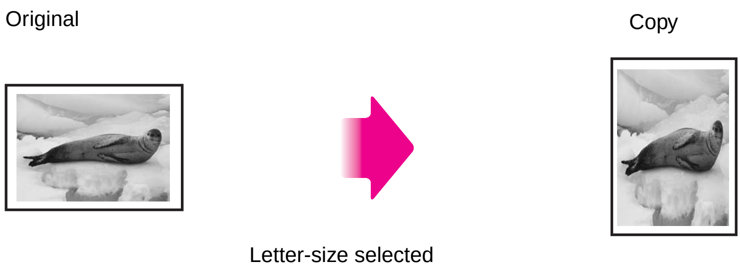
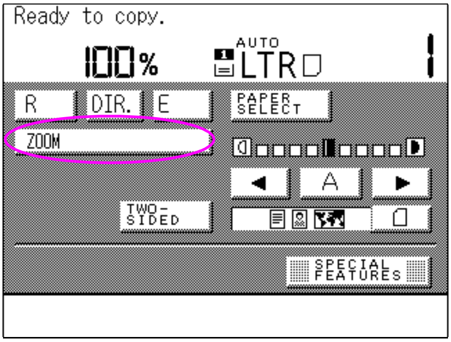


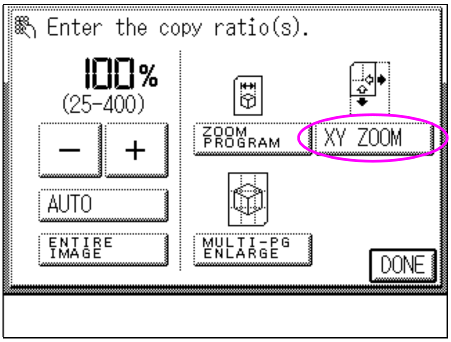
Figure 18 Automatic XY Zoom

Note You cannot use Automatic XY Zoom with Automatic Paper Selection.

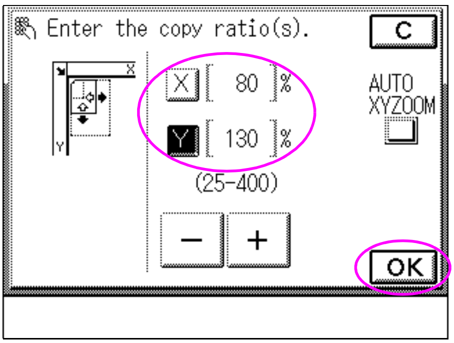
1



2



3



To use Manual XY Zoom

1 After placing your original on the glass or in the optional ADF, press ZOOM.

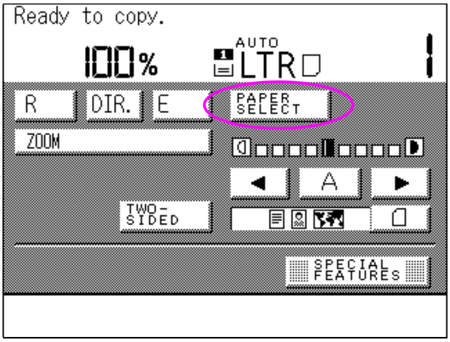
2 Press XY ZOOM.

3 Press X (the horizontal direction) and enter the copy ratio using the numeric keys on the copy module control panel, or using - and + on the touch panel display. Then press Y (the vertical direction), and repeat the process.

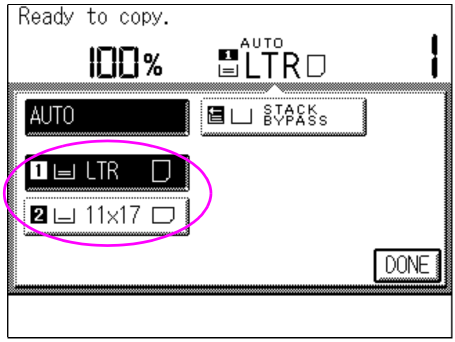
After confirming the settings, press OK, and then press START on the copy module control panel to begin the copy job.

Note
Press C (clear) if you need to cancel the entered values.

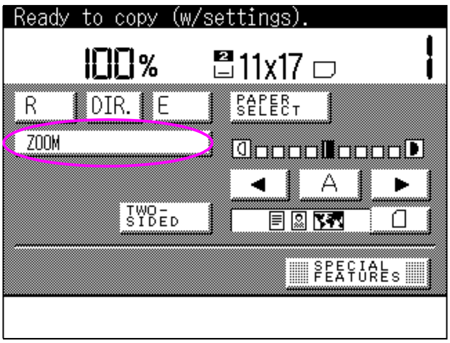
1



2



3



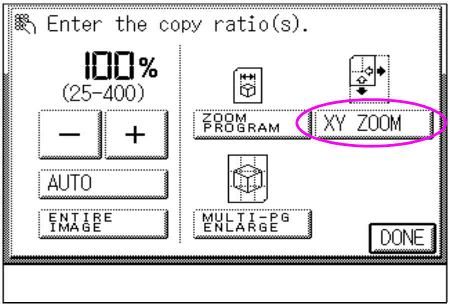
To use Automatic XY Zoom

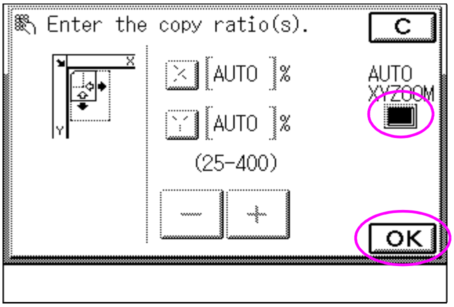
1 After placing your original on the glass or in the optional ADF, press PAPER SELECT.

2 Select the copy media size. (Press a copy media size other than AUTO [automatic]).

Note
The screen that appears in the touch panel display varies depending on the optional accessories that are attached.

3 Press ZOOM.

4 

5 

4 Press XY ZOOM.

5 Press AUTO XY ZOOM. After confirming the settings, press OK, and then press START on the copy module control panel to begin the copy job.

Using Multi-page Enlargement mode

Using this mode, you can make copies of an original image on several sheets of copy media, and then paste them together to produce a copy that is larger than 279 by 432 mm (11 by 17 in).

Note Only the following standard size originals can be selected in the Multi-page Enlargement mode: 11 by 17 in; Legal; Letter; Letter-R; Executive; Executive-R; A4; A4-R; A3.

The following two methods are available for specifying the copy media size to be output:

- Specify the copy ratio by % (COPY RATIO(S))
  - The copy media size is automatically set.
- Specify the copy ratio by size and number of output pages (NUMBER OF OUTPUT PGS)
  - When specifying the copy media size and number of output pages, the copy ratio is automatically set.

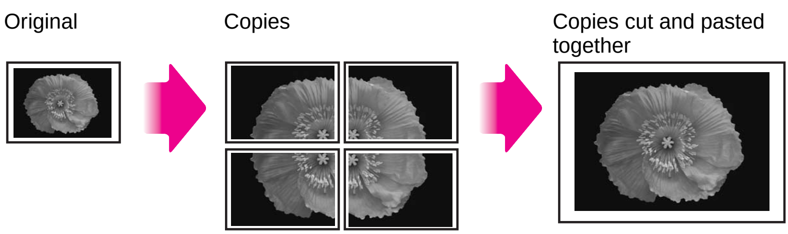


Figure 19 **Original copied onto multiple sheets of paper**

Note Copies output in the Multi-page Enlargement mode have adjacent images that are overlapping. Cut and paste these copies together by overlapping the duplicate image areas.

Copy ratio specification and required media sizes and quantities

When making an enlarged copy with a specified copy ratio, the size of the copy media and the number of sheets required for the resulting copy depend on the copy ratio that is specified. The following table shows typical copy ratios and the size and number of sheets of copy media required. Use this table as a guide when determining the desired copy ratio.

Typical copy ratios (Original size: Ledger/A3)

Copy Ratio	Selected Paper Size	Number of Pages	Total Size
200%	Ledger/A3	9	559 by 864 mm (22 by 34 in)
200%	Letter/A4	15	559 by 864 mm (22 by 34 in)
200%	Letter-R/A4-R	12	559 by 864 mm (22 by 34 in)
300%	Ledger/A3	16	838 by 1295 mm (33 by 51 in)
300%	Letter/A4	28	838 by 1295 mm (33 by 51 in)
300%	Letter-R/A4-R	25	838 by 1295 mm (33 by 51 in)
300%	Ledger/A3	25	1117 by 1727 mm (44 by 68 in)
400%	Letter/A4	45	1117 by 1727 mm (44 by 68 in)
400%	Letter-R/A4-R	42	1117 by 1727 mm (44 by 68 in)

Note

The values shown in the above table are only guidelines. The actual values may be slightly different.

The resulting size after the printed copies have been cut and pasted together will be slightly smaller than the size indicated in the above table.

The Multi-page Enlargement mode can still be used to make an enlarged copy even if the original or the copy ratio that you want to use is not included in the table. The size of originals can be specified up to 11 by 17 in, and the copy ratio can be specified up to 400%.

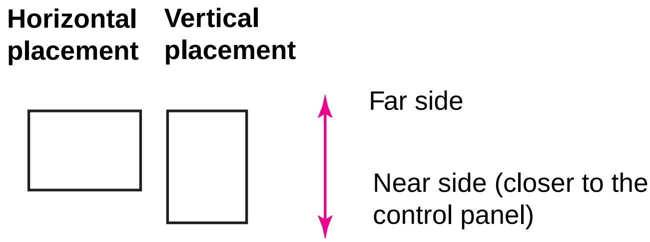


Figure 20 **Horizontal and vertical placement**

To specify the copy ratio by % (copy ratio(s))

1 After placing your original on the glass or in the optional ADF, press ZOOM.

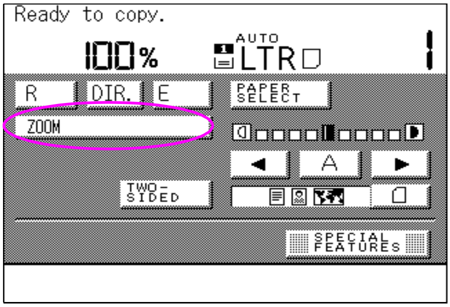
2 Press MULTI-PG ENLARGE.

3 Select COPY RATIO(S), then press OK.

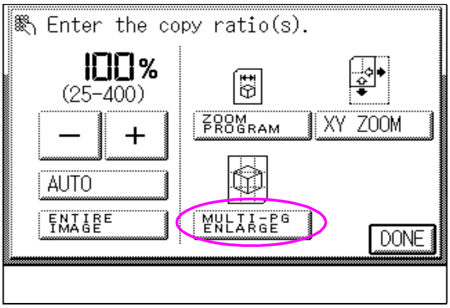
Note

For more information on specifying the copy ratio by size and number of output pages (NUMBER OF OUTPUT PGS), see page 102.

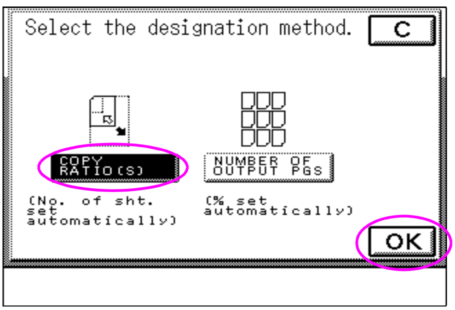
1

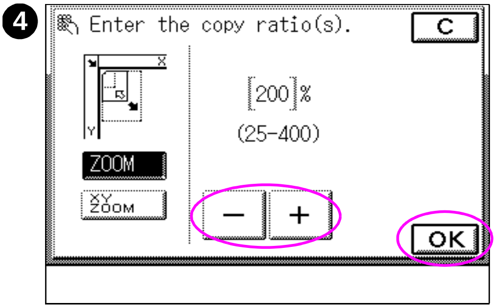


2



3



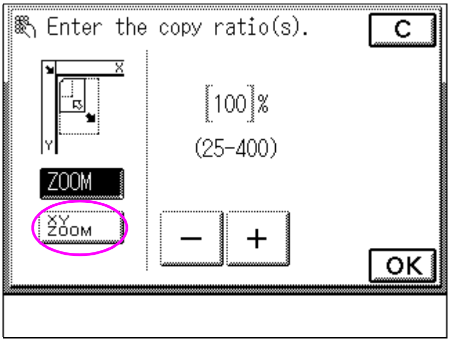


4 Specify the copy ratio (%), using the numeric keys on the control panel or press - or + in the touch panel display. After confirming the settings, press OK, and then press START on the copy module control panel to begin the copy job.

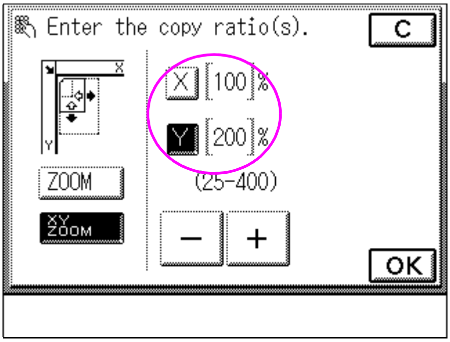
Note

Press C if you need to cancel the entered values.

1



2



To make copies with different ratios in the horizontal and vertical directions

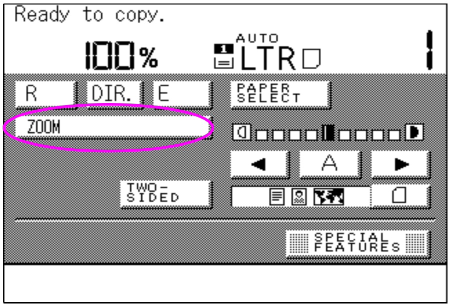
1 Press XY ZOOM.

2 Press X (the horizontal direction), and then set the copy ratio (%) using the numeric keys on the control panel or by pressing - or +. Then press Y (the vertical direction) and enter the values. Press OK after entering the values, and the press START on the copy module control panel to begin the copy job.

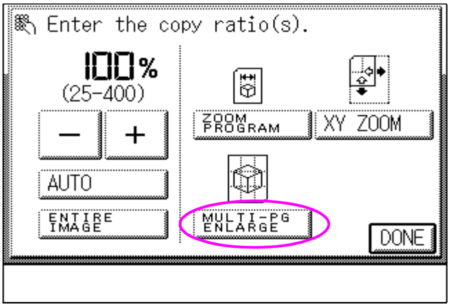
Note

Press C if you need to cancel the entered values.

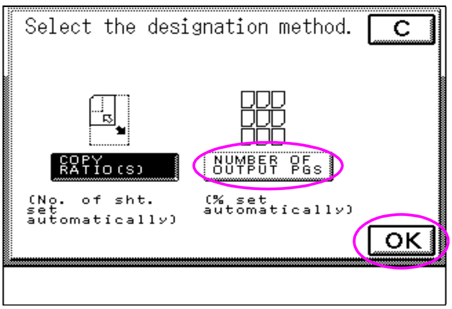
1



2



3



To specify the copy ratio by size and number of output pages

1 After placing your original on the glass or in the optional ADF, press ZOOM.

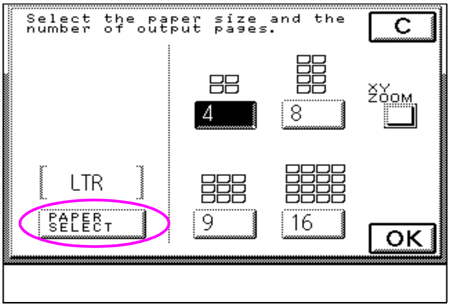
2 Press MULTI-PG ENLARGE.

3 Press NUMBER OF OUTPUT PGS, and then press OK.

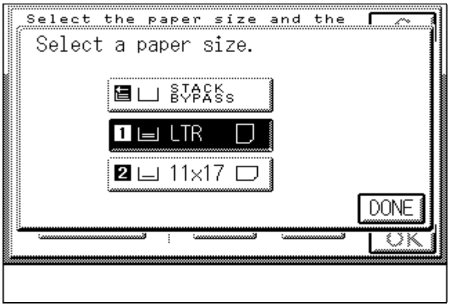
Note

For more information on specifying the copy ratio by % (COPY RATIO), see page 99.

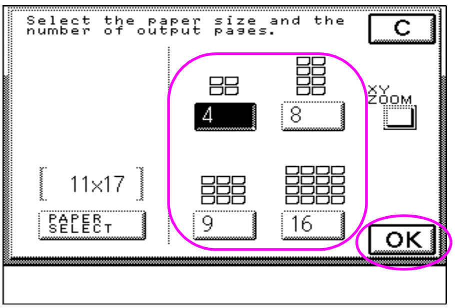
4



5



6



4 Press PAPER SELECT.

5 Select the copy media size.

Note
The screen that appears in the touch panel display varies depending on the optional accessories that are attached.

6 Select the number of output pages. Confirm the settings, and then press OK, and then press START on the copy module control panel to begin the copy job.

Selecting original type

Use the Original Type mode when you want to make copies that most accurately reflect the type of text, photo, or map originals. This mode also allows you to adjust the text and photo priority level in the Text/Photo Priority setting.

The following four settings are available for originals.

- TEXT/PHOTO/MAP: This setting is best suited for making copies of originals containing both text and photos, or originals containing detailed drawings and small-size text, such as that found on a map.
- PRINTED IMAGE: This setting is best suited for making copies of photos printed in magazines.
- PHOTO: This setting is best suited for making copies of photos printed on photographic paper.
- BLACK TEXT: This setting is best suited for making copies of originals containing only black text with neither illustrations nor photos.

Note You cannot combine these four settings. If you select one of these settings, the previous setting is canceled.

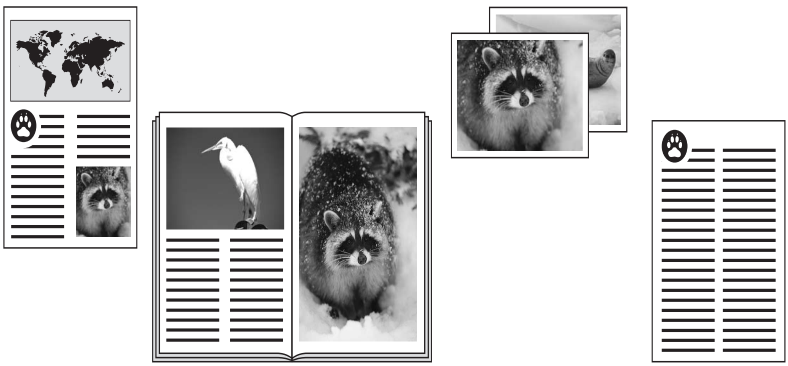
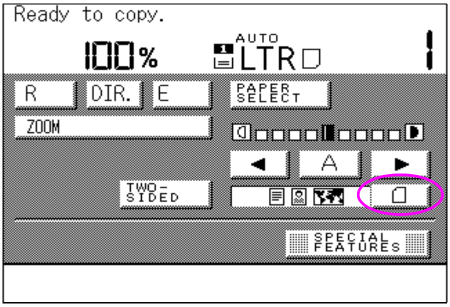
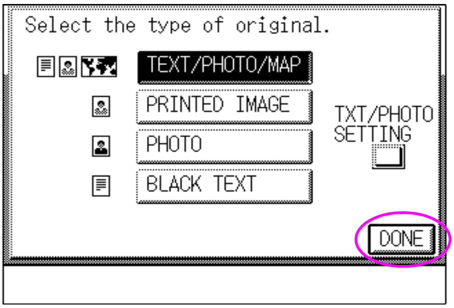


Figure 21 **Four original type settings**

If you select the following two modes simultaneously, the copy module will make copies of originals in the Black Text setting, even if the Text/Photo/Map setting is selected:

- Black Monochrome mode (the BLACK key lights). For information on switching between the Full Color mode and the Black Monochrome mode (including ACS), see page 125.
- When Text Priority is selected in Text/Photo Priority Black Monochrome mode, see “Text/Photo Priority in Black mode” on page 238 for more information.

1 

2 

To select the original type

1 Press the original type icon.

2 Select the type of your original, and then press DONE.

Note

You can adjust the text and photo priority level control only when Text/Photo/Map is selected. (See page 104.)

Adjusting the text and photo priority level

The mode settings screen below appears when TXT/PHOTO SETTING is pressed.

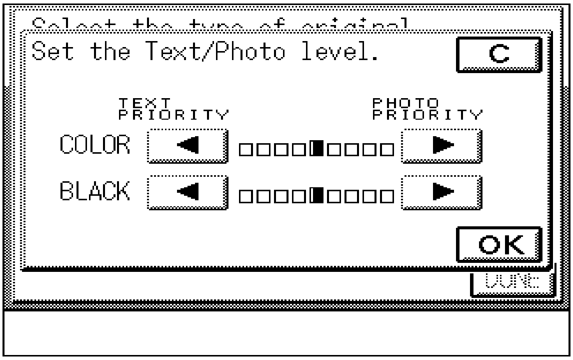
You can adjust the Color setting when making copies of originals containing color images, or the Black setting when making copies of black-and-white originals.

Press ▶ or ◀ to adjust the settings.

Text Priority:

Allows you to make clear copies of text images of originals.

Photo Priority:
Allows you to make clear copies of photo images of originals. You can soften the “moire effect.” The “moiré effect” describes the spots on copies resulting from copying an image (such as a magazine photograph) made up of fine dots or lines



Note When Text Priority is selected in the Black Text Auto Exposure Adjustment Priority setting, you cannot adjust the Black setting.

Making double-sided copies

The copy module has several options for using both sides of the originals to make copies on one or both sides of the copy media.

All of the following options are available by pressing TWO-SIDED on the touch panel display and following the instructions on the screen:

- 1 ▶ 2-SIDED mode: Make a double-sided copy from single-sided originals.
- 2 ▶ 2-SIDED mode: Makes double-sided copies from a double-sided original. (Requires the optional ADF.)
- 2 ▶ 1-SIDED mode: Makes single-sided copies from a double-sided original.
- BOOK 2 ▶ 2-SIDED mode: Makes double-sided copies from a book or magazine.

The copy quantity must be 1 when using 1 ▶ 2-SIDED, 2 ▶ 2-SIDED, and BOOK 2 ▶ 2-SIDED modes. You can make multiple double-sided copies by repeating the procedures for each of the double-sided copying modes.

Note The screen that appears in the touch panel display varies depending on any optional accessories that are attached.

The double-sided copy modes described in this section cannot be used with the following modes:

- Two-page Separation
- Image Combination
- Image Separation
- Multi-page Enlargement

The following copy media sizes and weight can be used when making double-sided copies:

- Media size:
  - Ledger – 279 by 432 mm (11 by 17 in)
  - Legal – 216 by 357 mm (8.5 by 14 in)
  - A3 – 297 by 420 mm (11.7 by 16.5 in)
  - Letter – 216 by 279 mm (8.5 by 11 in)
  - Letter-R – 279 by 216 mm (11 by 8.5 in)
  - A4 – 210 by 297 mm (8.3 by 11.7 in)
  - A4-R – 297 by 210 mm (11.7 by 8.3 in)
  - Executive-R – 184 by 267 mm (7.25 by 10.5 in)
- Media weight:
  - 64 to 105 g/m^2 (17 to 28-lb bond)

Note Hewlett-Packard recommends using 105 g/m^2 (28-lb bond) copy media when making copies in the 1 ▶ 2-SIDED mode. Failure to do so may adversely effect copy quality.

When you are ready to make double-sided copies on Ledger- or A3-sized media (64 g/m^2 or 17-lb bond), wait more than 30 minutes after the power switch has been turned on before proceeding.

Using 1 ▶ 2-SIDED mode

In this mode, you can create double-sided copies from single-sided originals.

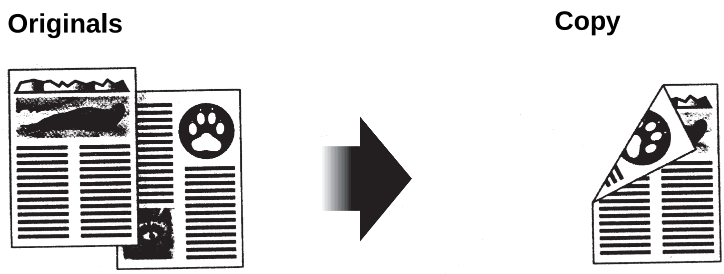
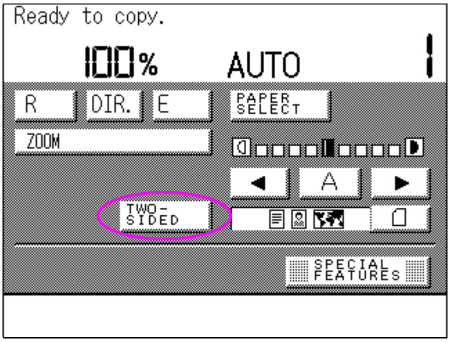


Figure 22 **Create a double-sided copy from two single-sided originals**

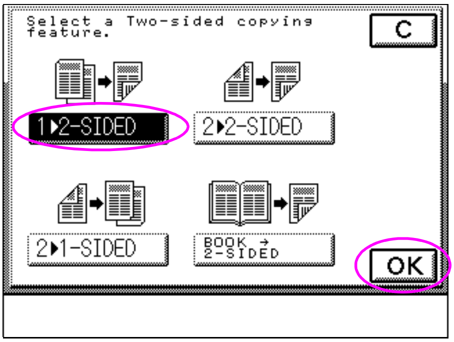
Note Make sure to place the original horizontally when making copies of originals with a horizontal orientation (Letter-R or A4-R). If the original is placed vertically, the front and back of the copy will be copied upside down.

Single- to double-sided copies can be made only one at time.

1



2



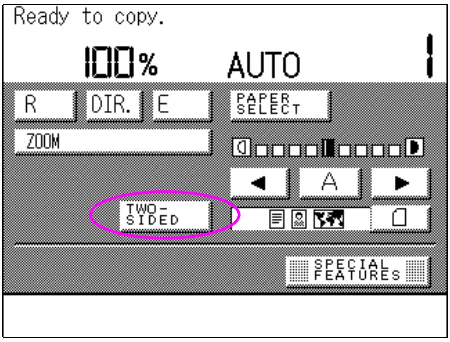
To use 1 ▶ 2-SIDED mode with the optional ADF

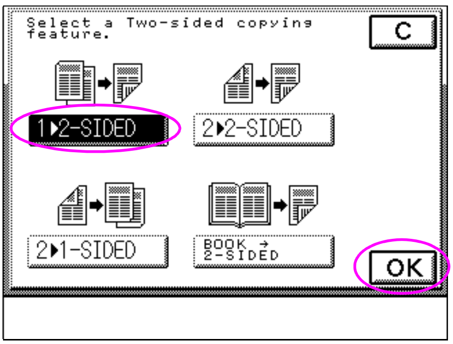
1 After placing your originals in the optional ADF, press TWO-SIDED. The copy quantity must be 1.

Note

The second side of the last double-sided copy sheet will be left blank if there is an odd number of originals. (The copy module does not count this blank page as a copy.)

2 Press 1 ▶ 2-SIDED, and then press OK, and then Press START on the copy module control panel to begin the copy job.

1


2


To use 1 ▶ 2-SIDED mode with originals on the glass

1 After placing your originals on the glass, press TWO-SIDED. The copy quantity must be 1.

2 Press 1 ▶ 2-SIDED, and then press OK.

Note

Always place your original so that the back side of the original faces the glass first when making copies in two-sided mode. Failure to do so may result in copies with the left and right sides reversed.

---

3 Place the back side of the original on the glass, and then press START on the copy module control panel.

4 Place the front side of the original on the glass, then press START.

5 Repeat steps 3 and 4 to copy additional originals.

Using 2 ▶ 2-SIDED mode

With this mode, you can create double-sided copies from doubled-sided originals.

Note You can use the 2 ▶ 2-SIDED mode only when the optional ADF is installed.

Double-sided originals are automatically flipped over in the optional ADF to make double-sided copies.

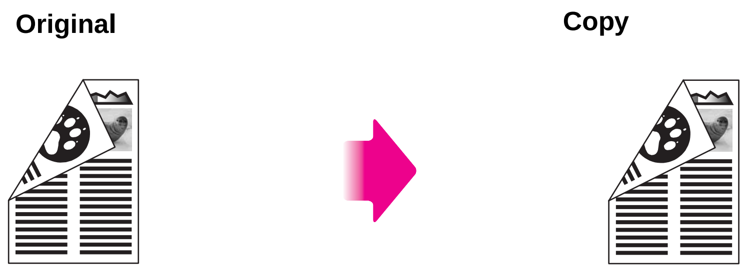
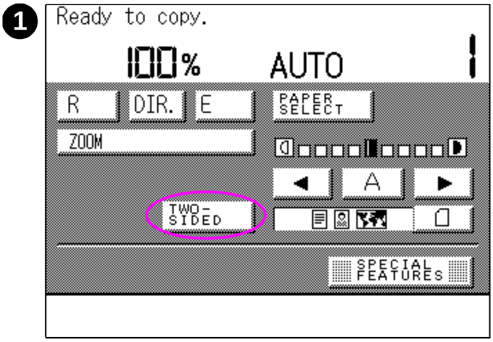
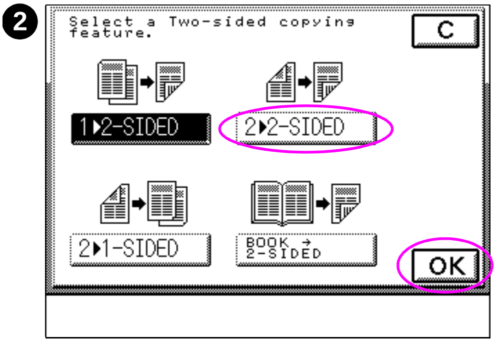


Figure 23 Create a double-sided copy from a double-sided original

When your are ready to make copies in the 2 ▶ 2-SIDED mode on Ledger-sized media (64 g/m^2 or 17-lb bond), wait more than 30 minutes after the power switch has been turned on before proceeding.

Note For more information on making double-sided copies using Tray 1 (stack bypass), see “Selecting copy media size using Tray 1 for double-sided copies” on page 71.





To use 2 ▶ 2-SIDED mode with the optional ADF

1 After placing your originals in the optional ADF, press TWO-SIDED. The copy quantity must be 1.

2 Press 2 ▶ 2-SIDED, and then press OK. Press START on the copy module control panel to begin the copy job.

Using 2 ▶ 1-SIDED mode

In 2 ▶ 1-SIDED mode you can make single-sided copies from double-sided originals

Note If you have the optional ADF installed, this mode automatically flips over double-sided originals placed in the optional ADF to make one-sided copies.

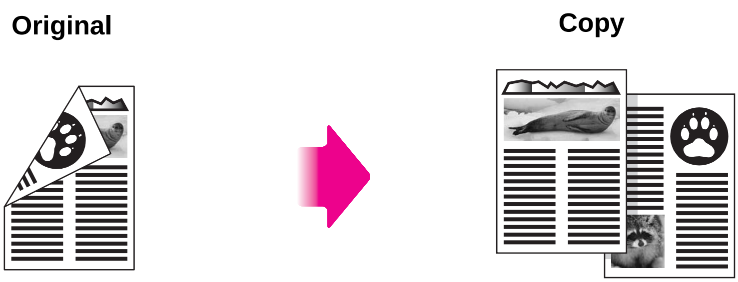
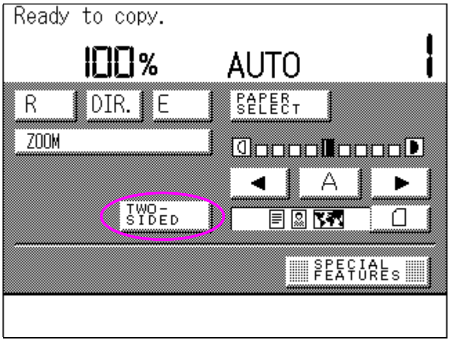
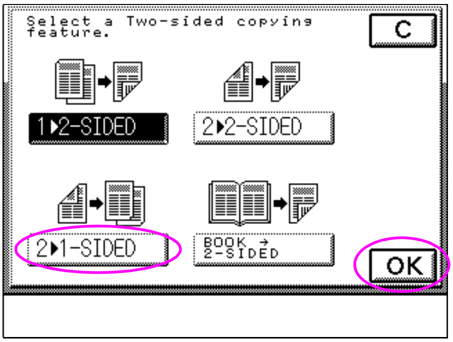


Figure 24 **Create two single-sided copies from one double-sided original**

1 

2 

To use 2 ▶ 1-SIDED mode with the optional ADF

1 After placing your originals in the optional ADF, press TWO-SIDED.

2 Press 2 ▶ 1 SIDED, press OK, and then press START on the copy module control panel to begin the copy job.

Making copies of a book or magazine

The following functions allow you to easily copy facing or individual pages of a book or magazine to create high-quality copies.

Using BOOK ▶ 2-SIDED mode

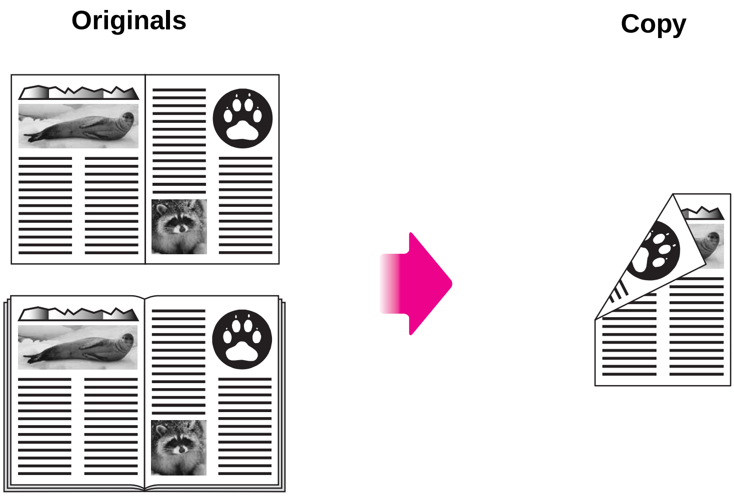
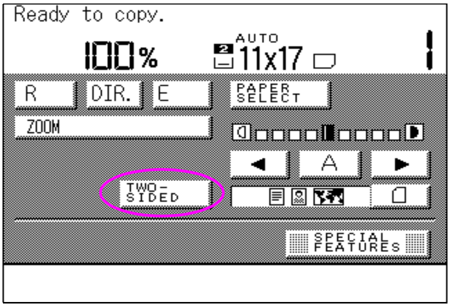
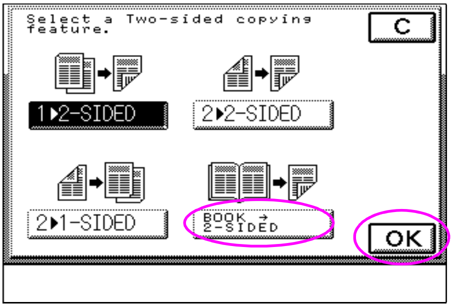


Figure 25 **Create a double-sided copy of facing pages**

1 

2 

To use BOOK ▶ 2-SIDED mode with originals on the glass

1 After placing your original on the glass, press TWO-SIDED. The copy quantity must be 1.

To make copies in page order when placing your original on the glass, do the following:

- When copy media will be output to the face-down output bin, make copies beginning with the first page of the document.
- When copy media will be output to the left output tray, make copies beginning with the last page of the document.

Note

Place your original with its face down so that its top edge rests against the back edge (away from the control panel) of the glass.

2 Press BOOK ▶ 2-SIDED. Press OK, and then press START on the copy module control panel to begin the copy job.

Repeat steps 1 and 2 for each set of facing pages.

To use BOOK ▶ 1-SIDED mode

This feature is similar to BOOK ▶ 2-SIDED mode, but it will copy facing pages onto single-sided copy media.

Use this feature to copy facing pages in a book to two single-sided pages. This option is available by pressing SPECIAL FEATURES on the touch panel display.

1. Select TWO-PAGE SEPARATION on the Special Features menu.
2. Place the book onto the glass and press START.

The copy module will automatically produce two single-sided pages, one for each page of the book. For more information about BOOK ▶ 1-SIDED mode, see page 130.

Additional basic copying features

Interrupt mode

This mode allows you to stop the current copy job to make other copies that need to have priority. This mode is convenient when you are in a hurry to make a few copies and the copy module is in the middle of a job outputting a large quantity of copies.

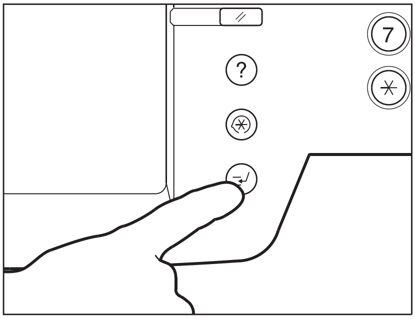
The following copy settings can be selected in the Interrupt mode:

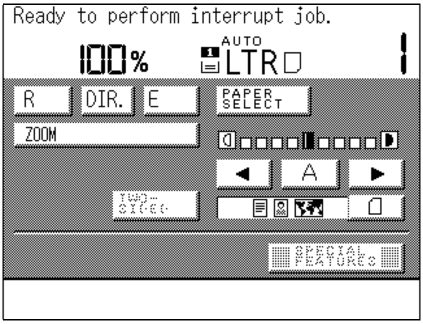
- Adjusting exposure
- Selecting original type
- Preset copy ratios
- Zoom mode
- Selecting copy media size
- Copy quantity

Note The Automatic Clear feature is disabled while the copy module is in the Interrupt mode.

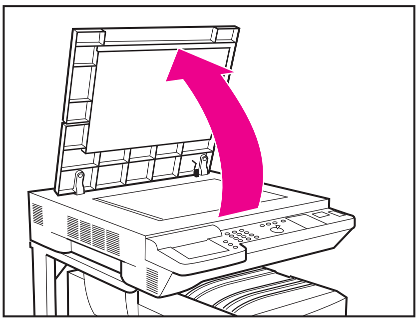
Note Up to 100 copies can be made in the Interrupt mode.

1





2



To use the Interrupt mode:

1 Press INTERRUPT on the copy module control panel. The key will flash until the current copy job stops.

After the current job has stopped, the message READY TO PERFORM INTERRUPT JOB appears. The light on the INTERRUPT key will be on.

Note

When a department ID and password are required, the department ID and password entry screen appear in the touch panel display. Enter the department ID and password using the numeric keys, then press C on the copy module control panel.

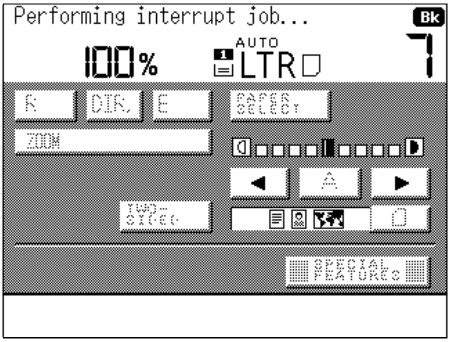
2 Lift the cover and remove the previous job's original from the glass. Place the original that you want to copy on the glass. and lower the cover. Enter the new copy settings as required.

Note

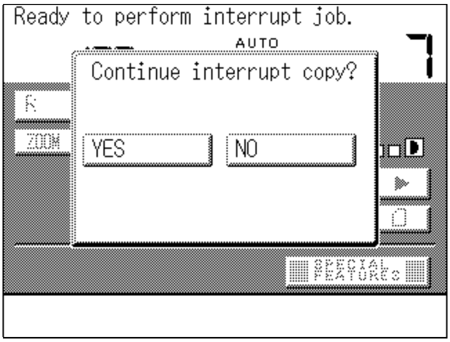
Up to 100 copies can be made in the Interrupt mode.

If INTERRUPT is pressed again, the copy settings will return to the copy settings that were previously programmed.

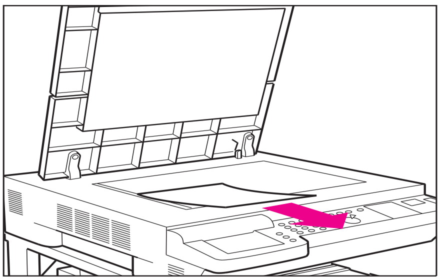
3



4



5



3 Press START. The PERFORMING INTERRUPT JOB... message appears in the touch panel display.

4 When you finish making copies, this message appears: CONTINUE INTERRUPT COPY? Press YES to continue to make copies in the Interrupt mode. Press NO to stop making copies in the Interrupt mode.

To cancel the Interrupt mode, press INTERRUPT on the copy module control panel.

Note

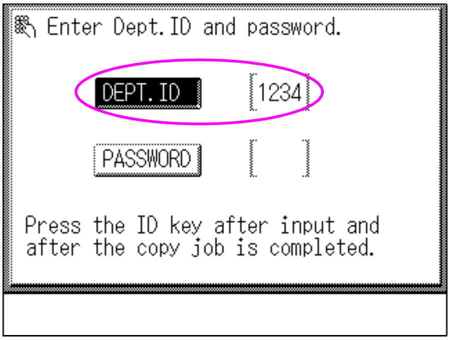
Pressing RESET on the copy module control panel will not cancel the Interrupt mode.

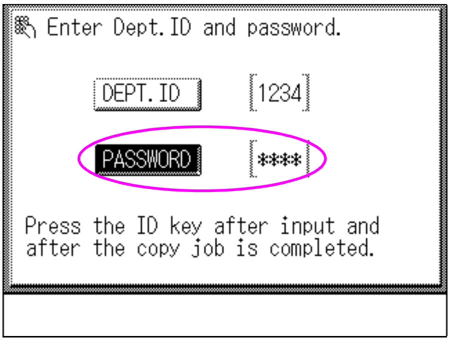
5 When the Interrupt mode is canceled, lift the cover to remove the original copied in the Interrupt mode.

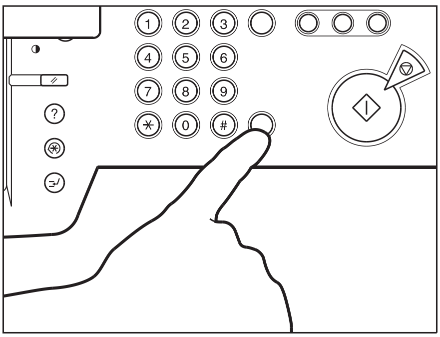
When the Interrupt mode is canceled, the copy settings will return to the copy settings that were previously programmed.

Place the previous original (removed in step 2) back on the glass, then lower the cover and press START. The copy module resumes the interrupted copy job.

Entering the department ID (identification) and password

1 

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3 

If the Department ID Management setting is set to **ON**, the department ID and password entry screen will appear in the touch panel display after the power switch is turned on, or after pressing INTERRUPT, etc.

Note
If the Department ID mode is enabled, the system will not print or copy a job unless a Department ID and password is entered.

1 Press DEPT. ID, and enter the department ID number, using the numeric keys.

Note
If you enter an incorrect department ID, press C on the copy module control panel, and re-enter the correct department ID.

Note
If a password is not set, proceed to step 3.

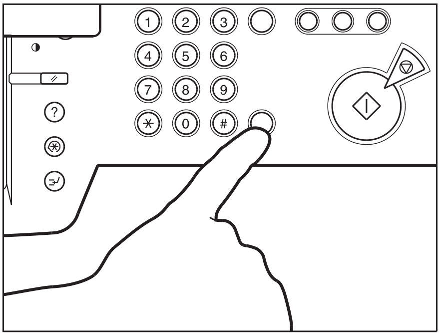
2 Press PASSWORD, and enter the password using the numeric keys.

Note
If you enter an incorrect password, press C and re-enter the correct password.

3 Press ID on the copy module control panel.

The Basic Features screen appears in the touch panel display. You can begin making copies in the usual way.

4



4 After finishing your copying job, press ID.

The department ID and password entry screen will appear in the touch panel display.

Note
If you do not press ID after finishing your copying job, any additional copies will be added to the copy totals of the department ID that you previously entered.

Note
After making copies, the department ID and password entry screen automatically appears in the touch panel display after a preset time has elapsed even if you forget to press ID.

For more information on department IDs, see “Setting Department ID Management” on page 251.

Using Automatic Color Selection (ACS)

ACS function

The copy module has an ACS function that automatically detects whether the original is in color or black and white.

When making copies of a color original, the copy module will automatically make copies in the Full Color mode. When making copies of a black-and-white original, the copy module will automatically make copies in the Black Monochrome mode.

When ACS is pressed, the ACS key lights. Press ACS again to turn the function off. The default setting is ACS enabled.

Note When the original contains color, the ACS function selects the Full Color mode. However, if the color portion is very small, or if the color is faint or appears almost black, the Black Monochrome mode may be selected by the ACS function. If this happens, press FULL COLOR to switch to the Full Color mode.

When making copies using the Full Color mode, black-and-white originals will be counted as full color copies.

Making black and white copies of originals containing color

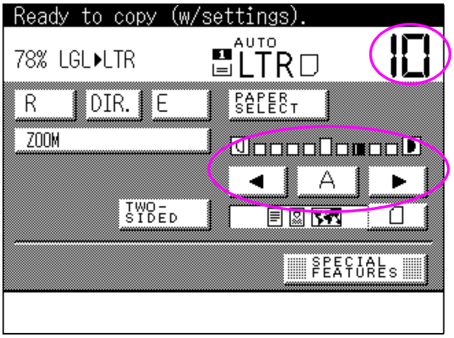
Press BLACK on the copy module control panel, and then press START to make copies in the Black Monochrome mode.

This function makes copies in the Black Monochrome mode, regardless of whether the original is in color, or black and white.

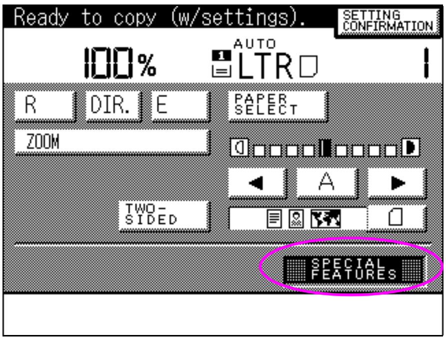
Press ACS or FULL COLOR to cancel the Black Monochrome mode.

Confirming, canceling, or changing the mode settings

1



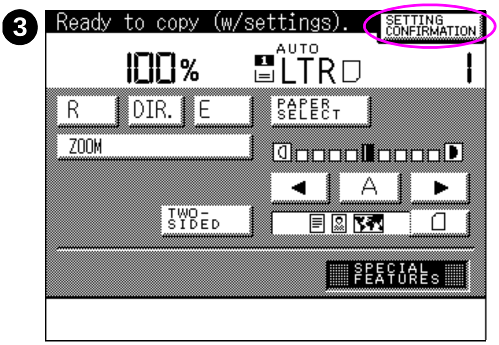
2

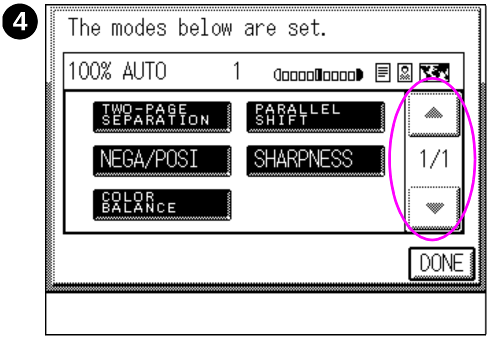


1 Mode settings that can be confirmed in the Basic Features screen include:

- copy quantity
- copy exposure

2 Mode settings that cannot be confirmed in the Basic Features screen include Special Features mode settings.





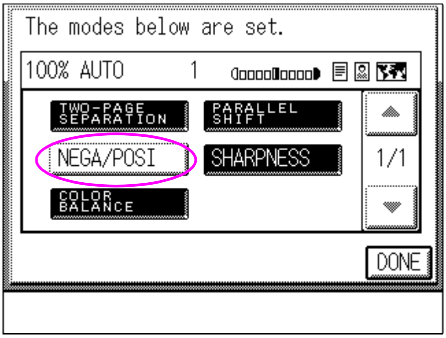
3 To confirm the mode settings that cannot be confirmed in the Basic Features screen, press SETTING CONFIRMATION.

4 After pressing SETTING CONFIRMATION, the mode settings that have been programmed appear in the touch panel display.

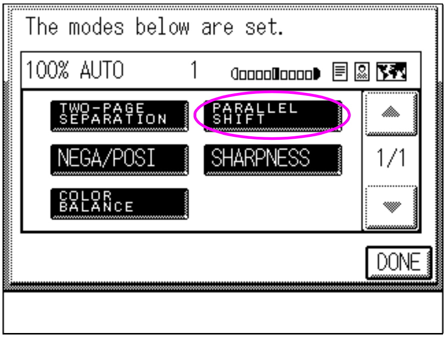
You can cancel or display the mode settings by pressing each mode in the touch panel display.

Canceling or changing the mode settings

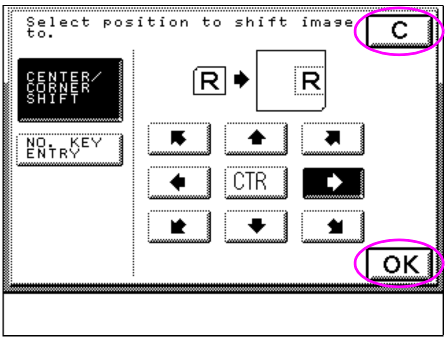
1



2



3



You can cancel or change the mode settings that have been previously programmed.

The procedures to cancel or change the mode settings vary depending on each mode setting.

- To cancel some selections, press SETTING CONFIRMATION and then press the mode you wish to cancel. The selected mode will change from black to white, indicating that the mode setting has been canceled.
- To cancel the other selections, press SETTING CONFIRMATION and then press the mode selection you wish to cancel. A screen that allows you to cancel that selection will appear. Press C to cancel the mode, or change the mode setting and press OK.

Press RESET on the copy module control panel to cancel all the mode settings that have been previously programmed and return to the Default mode settings.

4 Special image adjustments

Overview

The HP Color LaserJet 8550MFP performs a wide variety of copy functions. This chapter describes how to customize your copies by making adjustments that change how the image is copied. These special adjustments include:

- Separating pages
- Shifting images
- Shifting images to create margins
- Erasing frames
- Combining images
- Separating images
- Copying from special-media originals

Separating pages

When you are printing from a book or a magazine, you can use Two-Page Separation mode to make individual copies of facing pages. The copies will be single-sided.

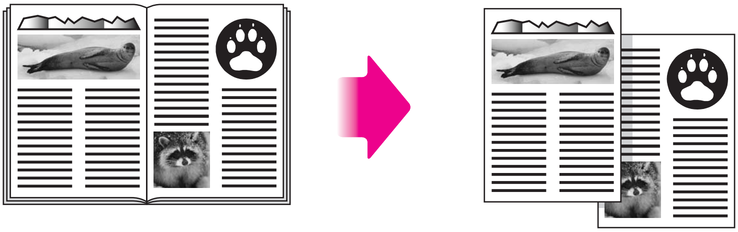


Figure 26 **Single-sided copies of facing pages**

You cannot use two-page separation with the following modes:

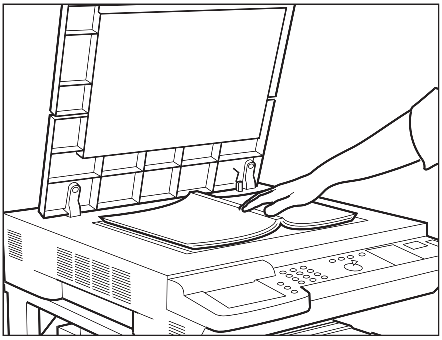
- Two-sided
- Image Combination
- Image Separation

If you want to make copies in page order, proceed as follows:

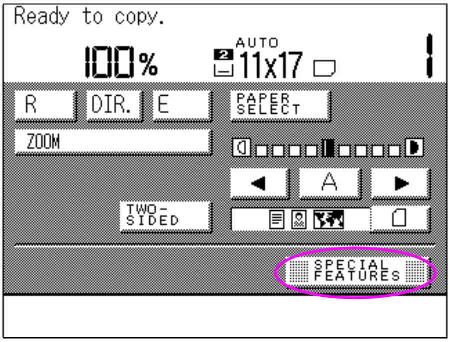
- When you are sending copies to the face-down output bin, begin making copies of the first page of several facing pages and work your way backward.
- When you are sending copies to the face-up output bin, begin making copies of the last page of several facing pages and work your way forward.

To make copies of facing pages

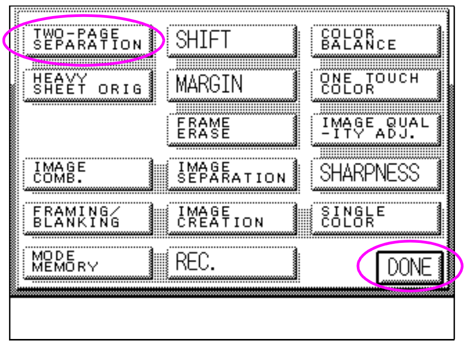
1



2



3



1 Place the original face down with the top edge resting against the back of the glass, away from the control panel.

2 Press SPECIAL FEATURES.

3 Press TWO-PAGE SEPARATION. Press DONE, and then press START to make copies.

Shifting images

Using the Special Features mode called Center/Corner Shift, you can shift the image from the original to the center, edge, or corner of the copy. You also can move the image to a specific location on the page using numeric key entries.

Shifting images to the edge, corner, or center

The example below illustrates the copy output that can be produced using the Center/Corner Shift mode.

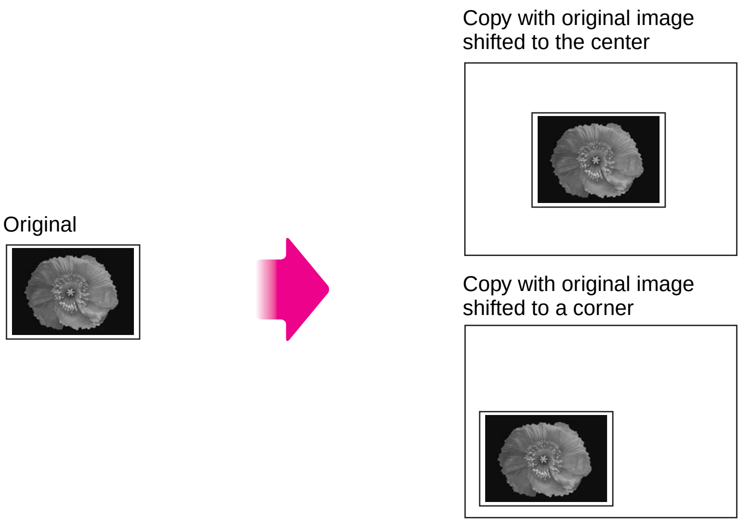
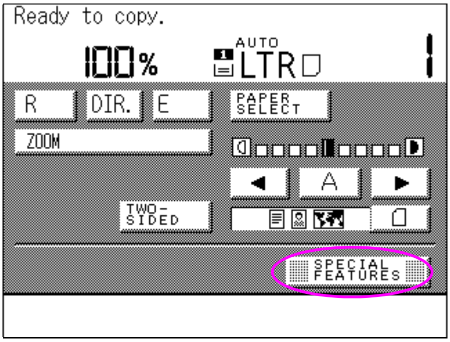


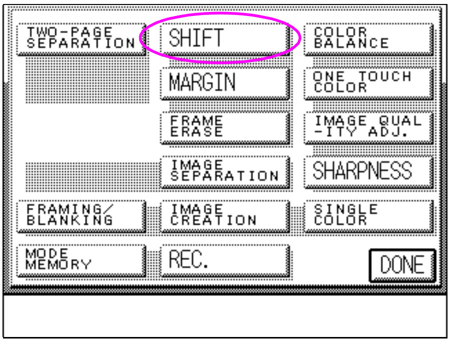
Figure 27 **Image shifted to center or corner**

Note When the original and the copy media are the same size, the image will not be shifted.

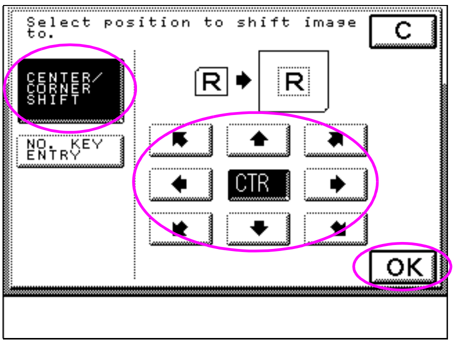
1



2



3



To shift images to the center, edge, or corner of the copy media

1 After placing your original on the glass, press SPECIAL FEATURES.

2 Press SHIFT.

3 Press CENTER/CORNER SHIFT. Select the direction to shift the image, and then press OK. Press DONE, and then press START to make copies.

Note

The shift direction described here is the direction you will move the image on the copy. It does not indicate the orientation of the original you placed on the glass.

Shifting images to a designated position on the copy media

Instead of shifting the image using the Center/Corner Shift mode, you can move it to a specific location using NO. KEY ENTRY. The example below shows how a copied image might appear using horizontal and vertical placement coordinates.

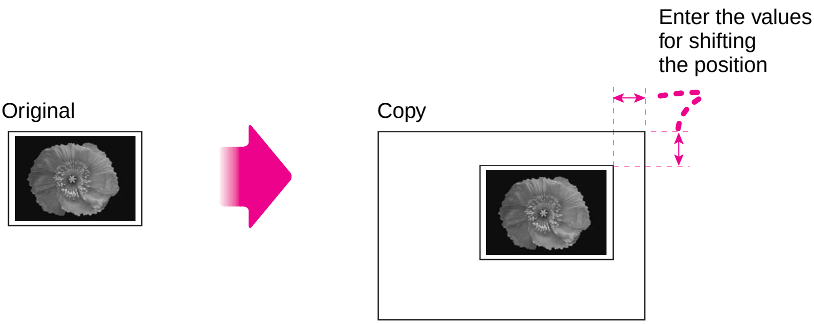
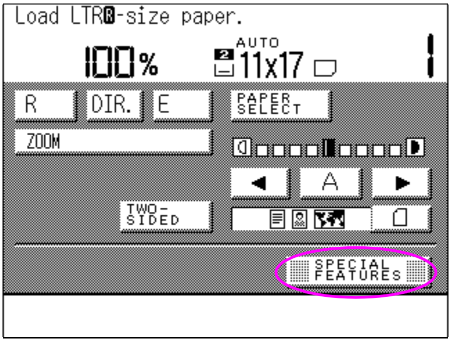
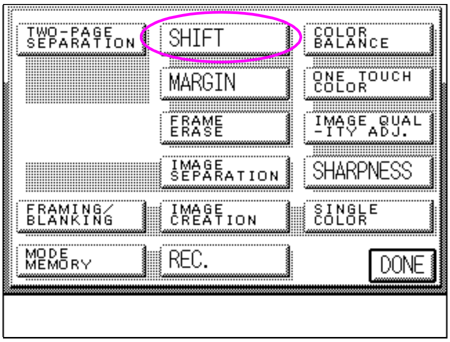
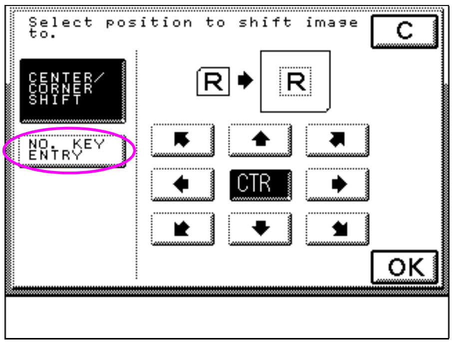


Figure 28 **Image shifted to designated position**

1


2


3


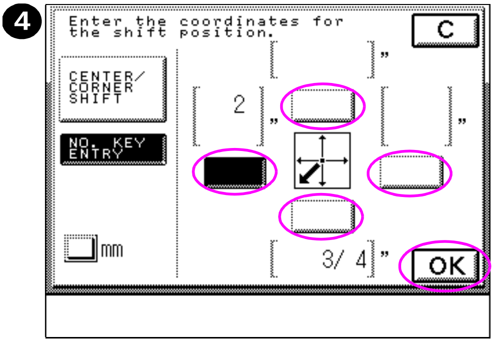
To shift images to a specific location

1 After placing your original on the glass, press SPECIAL FEATURES.

Note
The LOAD**-SIZE PAPER message appears when no copy media is set in the selected media tray.

2 Press SHIFT.

3 Press NO. KEY ENTRY.



4 Select the shift direction to display the associated number entry screen. Enter values in inches or millimeters (press MM first) for each direction you will shift the image, then press OK. When all of the shift positions have been entered, press OK. Press DONE, and then press START to make copies.

Note

The shift direction described here is the direction you will move the image on the copy. It does not indicate the orientation of the original you placed on the glass.

Shifting images to create margins

You can shift the entire original image slightly to create a margin (adjustable from 0 to 20 mm [0 to 3/4 in]) on the copied output using the Margin mode. You can create margins on the left, right, top, or bottom of the copies.

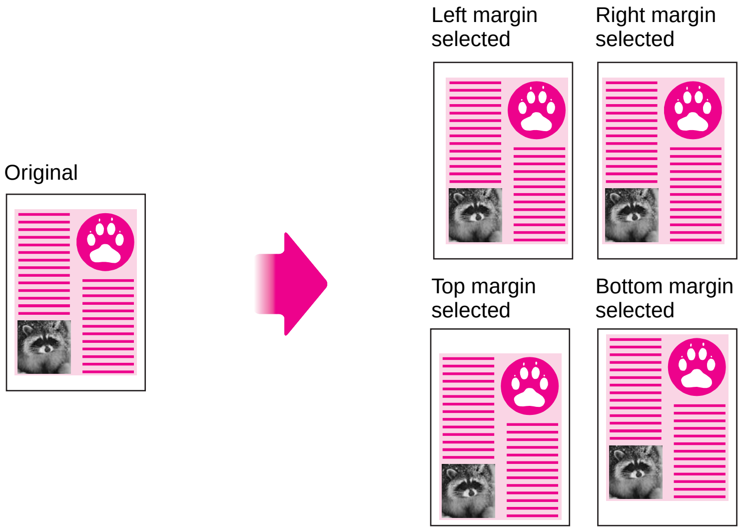
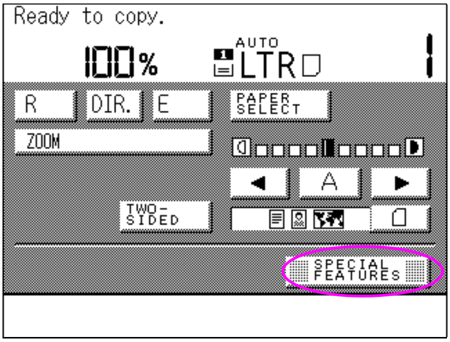


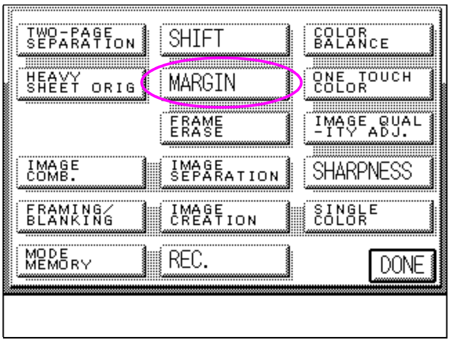
Figure 29 **Image shifted to create margins**

Note When MARGIN is selected, the entire original image is shifted by a selected width and is copied. When making copies of an original image that extends to the edge of the sheet, part of that image will be cut off.

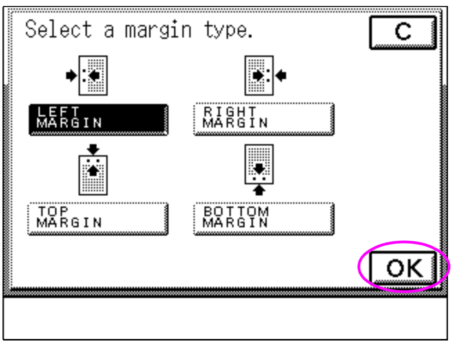
1



2

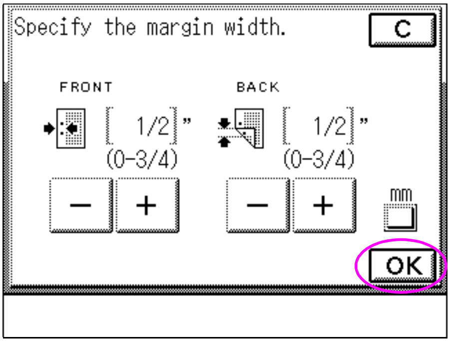


3



To make copies with margins

1. After placing your original on the glass, press SPECIAL FEATURES.
2. Press MARGIN.
3. Select the type of the margin (left, right, top, or bottom), and then press OK.

4


4 Use - or + to specify the width of the margin, and then press OK. Press DONE, and then press START to make copies.

Note
You cannot use Top Margin or Bottom Margin for the back side of the copy.

Note
Press MM to enter values in millimeters.

Erasing frames

When the size of the original varies from the size of the copy, or when making copies from facing pages of a book, the resulting copies may have dark edges, shadows, or other imperfections. The Frame Erase feature of the copy module will help clean up the finished copies. Use Frame Erase to do the following:

- erase dark shadows, borders, or a frame around the image
- create a blank (white) border around a copy
- remove border or center lines when copying from a book
- remove shadows produced by binding holes on the originals from the edge of copies

Erasing shadows or dark borders from copies

Original Frame Erase mode will erase the dark border and frame that appear when the original is smaller than the selected copy media size.

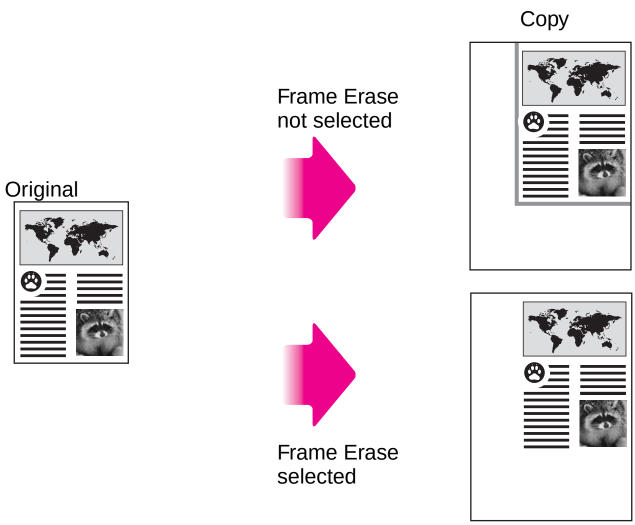
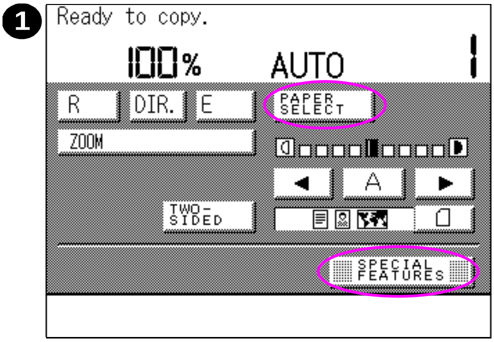
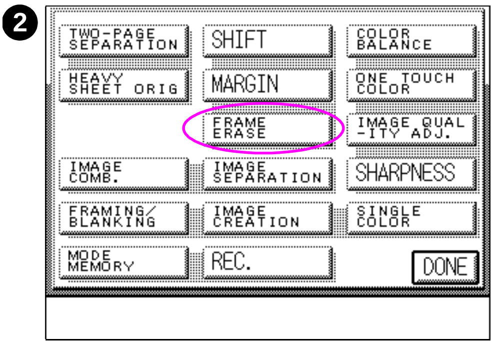
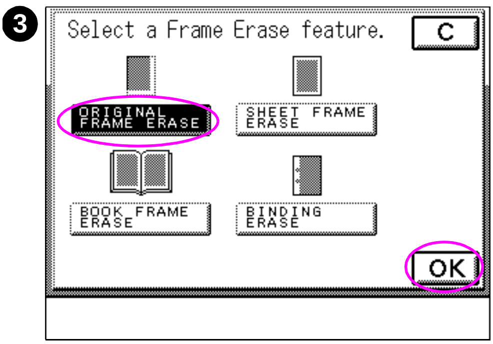


Figure 30 **Image without and with the dark border erased**

CAUTION Only standard-size originals can be copied in the Original Frame Erase mode.





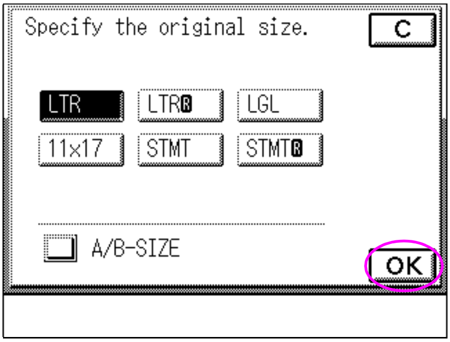


To erase shadows from copies

1 After placing your original on the glass, press PAPER SELECT to select the copy media size, and then press SPECIAL FEATURES.

2 Press FRAME ERASE.

3 Press ORIGINAL FRAME ERASE, and then press OK.

4 

4 Select the original media size, and then press OK. Press DONE, and then press START to make copies.

Note
You can use Original Frame Erase only with the original sizes displayed in the touch panel display.

Note
When A/B-SIZE is pressed, you can select the ISO media size.

Erasing shadows from the edges of copies

Sheet Frame Erase will create a blank border approximately 7 mm (1/4 in) wide around the edge of the copy media to erase shadows and lines that appear when making copies.

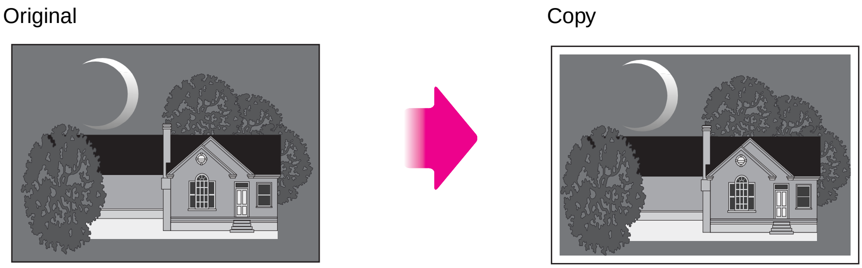
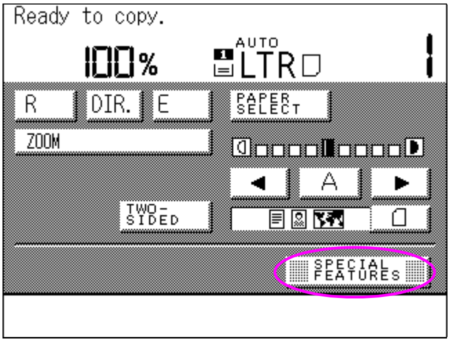
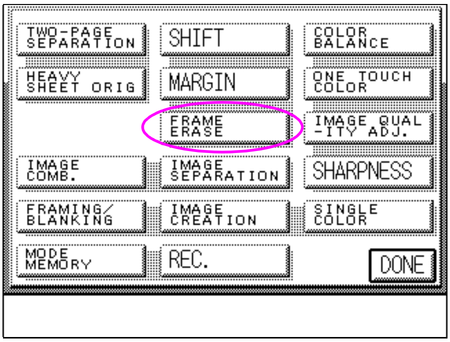


Figure 31 **Image with blank border added**

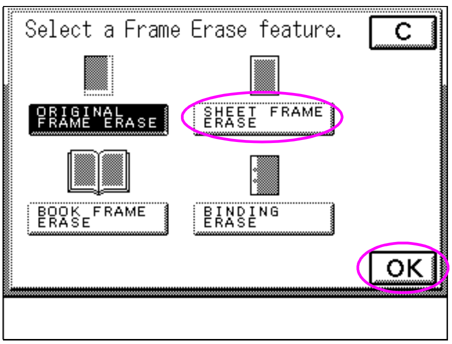
1



2



3



To erase shadows from the edge of copies

1 After placing your original on the glass, press SPECIAL FEATURES.

2 Press FRAME ERASE.

3 Select SHEET FRAME ERASE, and then press OK.

4 Press DONE, and then press START to make copies.

Erasing the center line or dark border from the copies of bound documents

Use Book Frame Erase to remove the dark border, center lines, and contour lines (between pages) from copies of bound documents like books or magazines.

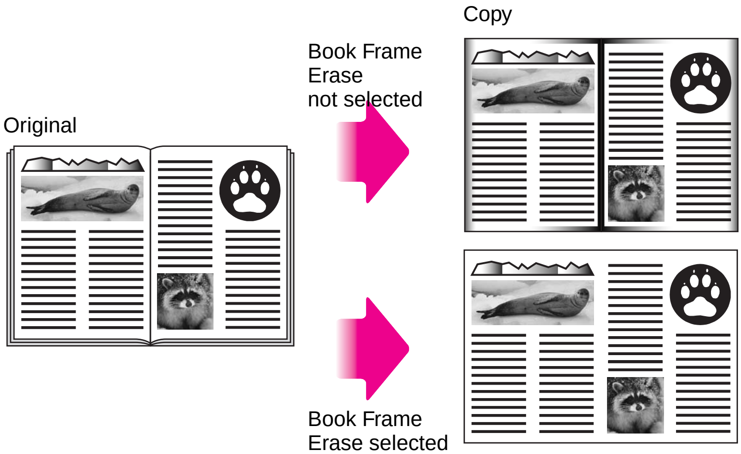
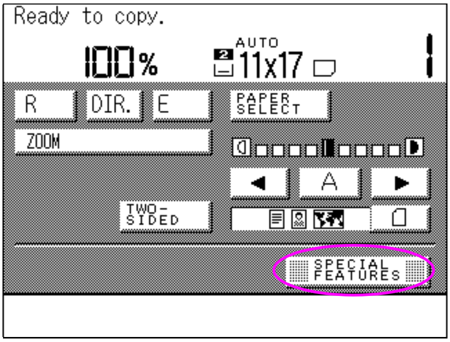
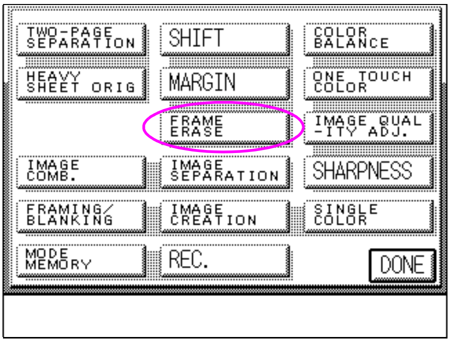


Figure 32 Image with center line and dark border erased

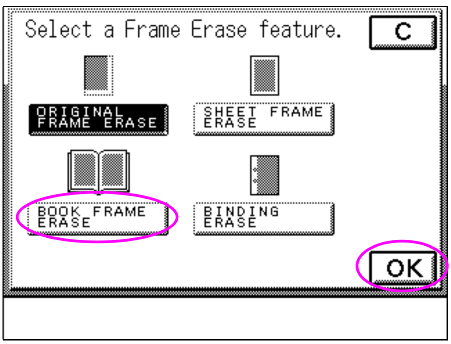
1



2



3

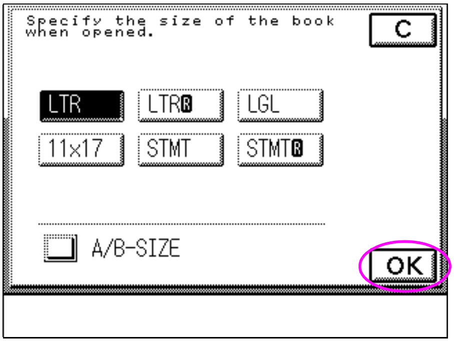


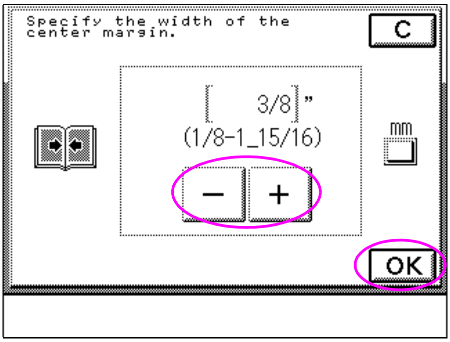
To erase center lines or dark borders

1 Place your original face down with the top edge resting against the back of the glass, away from the control panel; and then press SPECIAL FEATURES.

2 Press FRAME ERASE.

3 Select BOOK FRAME ERASE, and then press OK.

4 

5 

4 Select the size of the book when opened, and then press OK.

Note
When A/B-SIZE is pressed, you can select the ISO media size.

5 Specify the width of the center of the book to be erased, using - and +, and then press OK. Press DONE, and then press START to make copies.

Note
Press MM to enter values in millimeters.

Erasing binding holes on copies

Use Binding Erase to make copies without the shadows that can appear in copies from binding holes in the original.

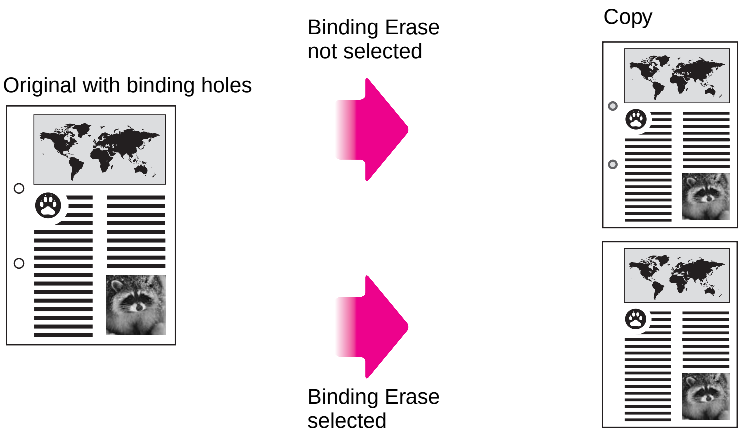
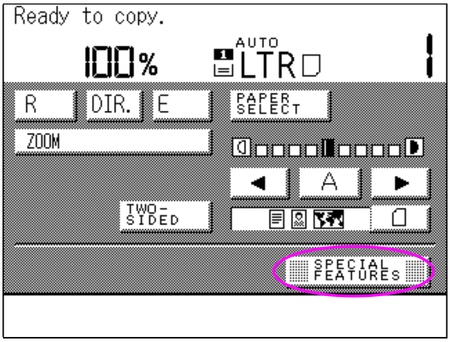
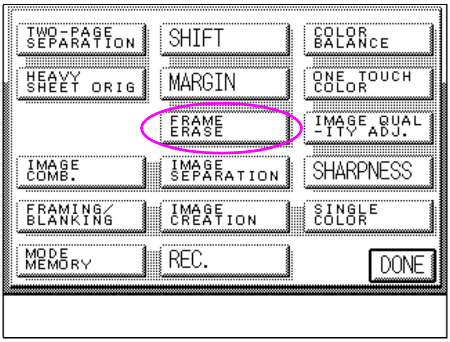


Figure 33 **Image without and with binding holes erased**

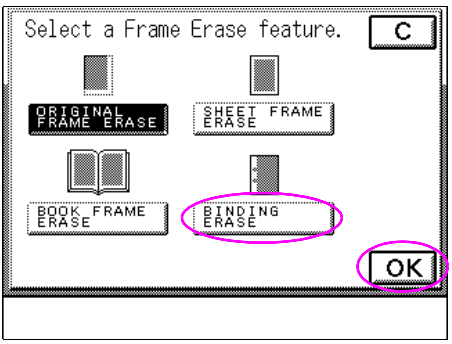
1



2



3



To erase binding holes

1 Place your original on the glass, and then press SPECIAL FEATURES.

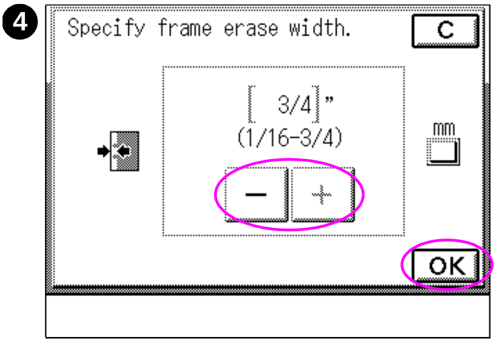
Note

Originals with binding holes may tear, so do not place them in the optional ADF.

Place the area of the original that contains the binding holes to the right on the glass.

2 Press FRAME ERASE.

3 Select BINDING ERASE, and then press OK.



4 Specify the frame erase width, using - and +., and then press OK. Press DONE, and then press START to make copies.

Note

Press MM to enter values in millimeters.

Combining images

Image Combination allows you to reduce multiple original pages and copy them onto one side or both sides of the copy media.

Note You can use Image Combination (pages per sheet) only when the optional ADF is attached.

In this mode you can automatically reduce two or four originals to fit on one side or both sides of the selected copy sheet. Both image combinations are shown below.

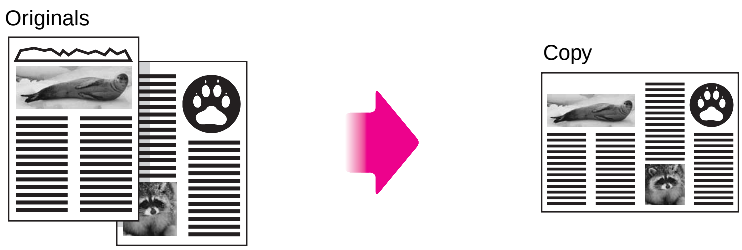


Figure 34 **Two originals copied onto one sheet (2 on 1)**

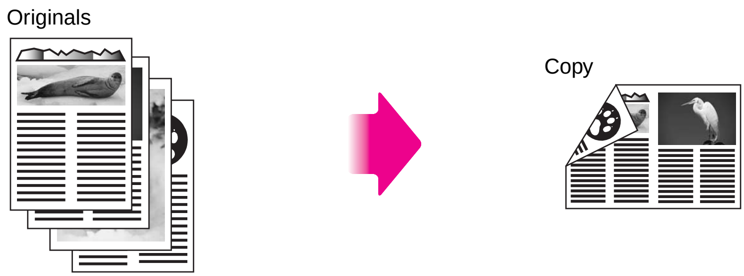


Figure 35 **Four originals copied onto the front and back of one sheet (2 on 1/two-sided mode)**

Follow these guidelines when using Image Combination mode:

- You can only make copies of either the front or back of double-sided originals at one time.
- Originals copied in the Image Combination mode must all be the same size.
- When making copies in the 2 on 1/two-sided mode on A3 or Ledger-sized media (64 g/m^2 or 17-lb bond), wait more than 30 minutes after the power switch has been turned on.
- The copy quantity in the 2 on 1/two-sided mode is one, regardless of the size of the selected copy media.

You cannot use Image Combination (pages per sheet) with the following modes:

- Two-sided
- Two-page Separation
- Image Separation
- Framing
- Blanking
- Multi-page Enlargement
- Entire Image

Note The reduction ratio is automatically set to match the selected copy media size.

The Image Combination (pages per sheet) settings that can be selected depend on which optional accessories are attached. When the optional ADF is attached, the selectable features are 2 on 1 and 2 on 1/two-sided.

To fit two to four originals on a single sheet

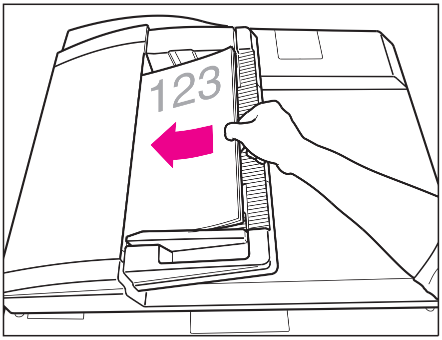
1 Place your originals in the optional ADF.

Note
Always place your originals vertically in the optional ADF.

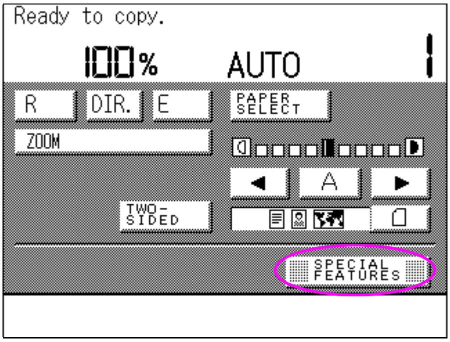
2 Press SPECIAL FEATURES.

3 Press IMAGE COMB.

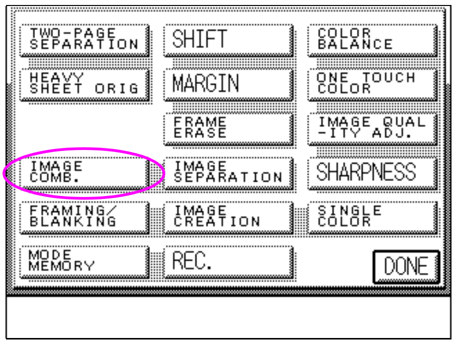
1

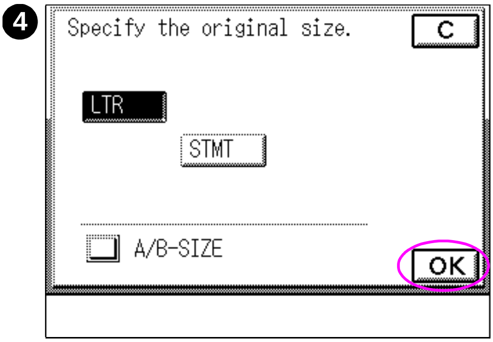


2



3

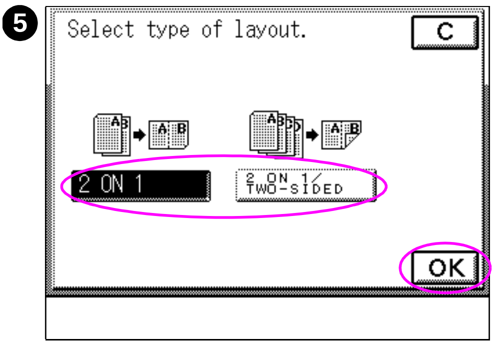




4 Select the original media size, and then press OK.

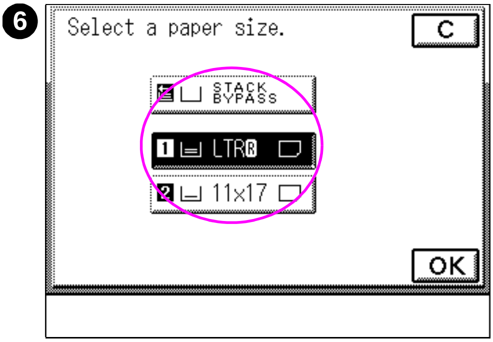
Note
Image Combination can be performed only with images having the original sizes displayed in the screen.

When A/B-SIZE is pressed, you can select the ISO media size.



5 Select the desired Image Combination setting, and then press OK.

Note
The screen that appears in the touch panel display varies depending on the optional accessories that are attached.



6 Select the copy media size, and then press OK. Press DONE, and then press START to make copies.

Note

You cannot use the Image Combination mode with the Auto Paper Selection setting.

The copy module will automatically reduce the images on the copies to fit the selected copy media size.

The screen that appears in the touch panel display varies depending on the optional accessories that are attached.

Separating images

Use Image Separation to automatically divide the original into equal sections, and make copies of each section in enlarged form on separate sheets of copy media. Below are examples of each of the four options in Image Separation mode.

1 to 2: Divides the original into two equal sections and outputs the sections in enlarged form on two separate pages.

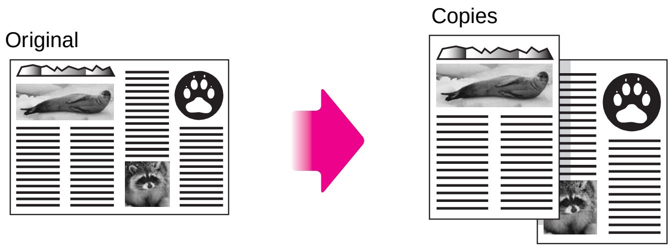


Figure 36 **Single-sided original divided into two equal sections**

1 to 4: Divides the original into four equal sections and outputs the sections in enlarged form on four separate pages.

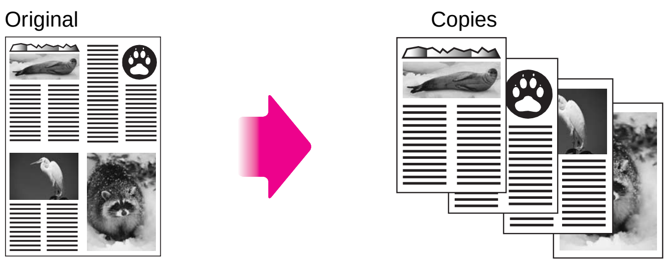


Figure 37 **Single-sided original divided into four equal sections**

1 to 2 / 2→ 1 sided: Divides the original into two equal sections from each side of the original, and outputs the sections in enlarged form on four separate pages.

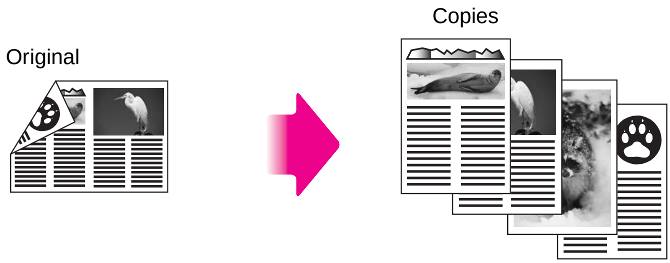


Figure 38 **Two-sided original divided into four single-sided copies**

1 to 4 / 2 → 1 sided: Divides the original into four equal sections from each side of the original, and outputs the sections in enlarged form on eight separate pages.

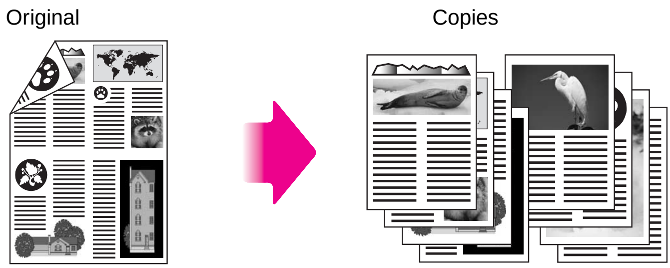


Figure 39 **Two-sided original divided into eight single-sided copies**

Note Originals copied in the Image Separation mode must be the same size.

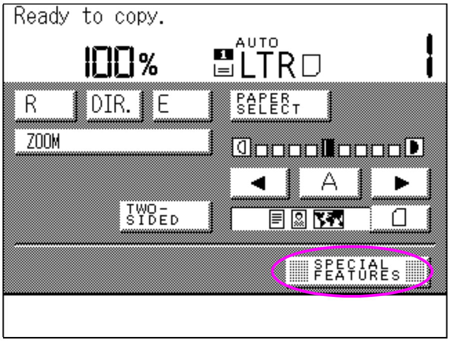
Do not use Image Separation with the following modes:

- Two-sided
- Two-page Separation
- Image Combination

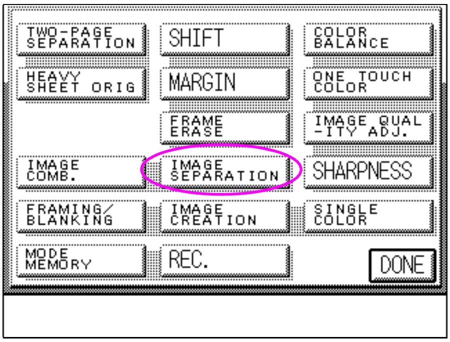
When dividing originals, use the following guidelines:

- The enlargement ratio is automatically set to match the selected copy media size.
- You can use 1 to 2 and 2 → 1 sided and 1 to 4 and 2 → 1 sided only when the optional ADF is attached.
- You can place Executive-, A5-, A4-, or Letter-size originals horizontally or vertically when using 1 to 2 and 1 to 2 / 2 → 1 sided. When placed vertically, each page is divided into upper and lower sections.
- When either 1 to 2 or 1 to 2 / 2 → 1 sided is selected, copies are made vertically or horizontally depending on the orientation of your original.

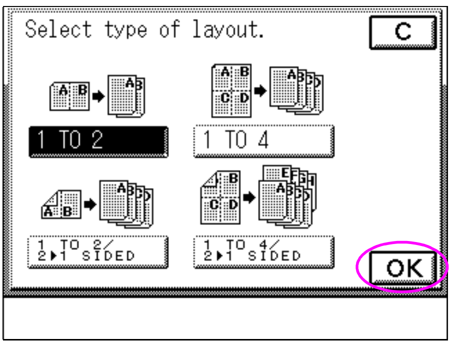
1



2



3



To divide an original into equal sections and copy onto separate pages

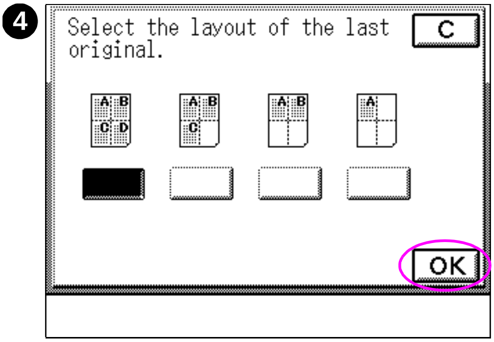
1 Place your original on the glass, and then press SPECIAL FEATURES.

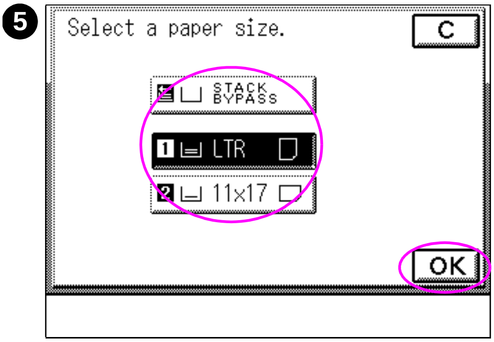
2 Press IMAGE SEPARATION.

3 Select the desired Image Separation setting, and then press OK.

Note

The screen that appears in the touch panel display varies depending on any optional accessories that are attached.





4 When selecting 1 to 4 or 1 to 4 / 2 → 1 sided**,** the following screen appears: SELECT THE LAYOUT OF THE LAST ORIGINAL. Select the matching layout type, and then press OK.

Note
By selecting the layout of the last page, the copy module will not output blank sheets of media. This setting will help conserve copy media.

5 Select the copy media size, and then press OK. Press DONE, and then press START to make copies.

Note
The copy module will automatically make copies in enlarged form to fit the selected copy media size.

The screen that appears in the touch panel display varies depending on the optional accessories that are attached.

You cannot use Image Separation with Auto Paper Selection.

Copying from special-media originals

The optional ADF supports several special types of media. If you wish to make copies from originals printed on special media, use Heavy Sheet Original mode and the optional ADF. You can use Heavy Sheet Original mode for any of the following special media:

- Heaver paper up to 105 g/m^2 (28 lb) bond
- Glossy colored originals
- Paper with a shiny surface

Note You can use Heavy Sheet Original only when the optional ADF is attached.

The following original media sizes can be used in this setting:

- Media size: Executive/A5-size to 11 by 17 in/A3-size (Executive/A5-size originals must be placed vertically)
- Media weight: 50 to 105 g/m^2 (15 to 28-lb) bond
- Media quantity at one time: Stack about 10 mm (3/8 in) high

Note When placing heavy sheet originals in the optional ADF, the copying speed will be slower than that of normal copying.

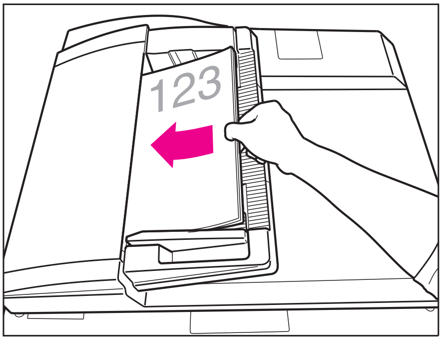
Making copies from special types of media

1 Place your originals in the optional ADF.

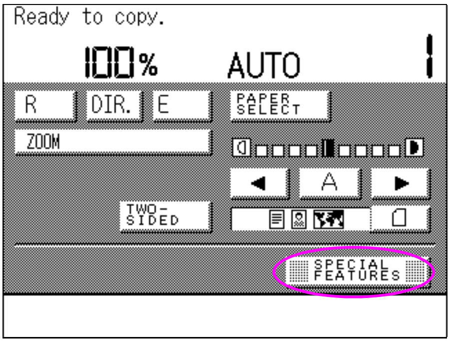
2 Select SPECIAL FEATURES.

3 Select HEAVY SHEET ORIG. Press DONE, and then START to make copies.

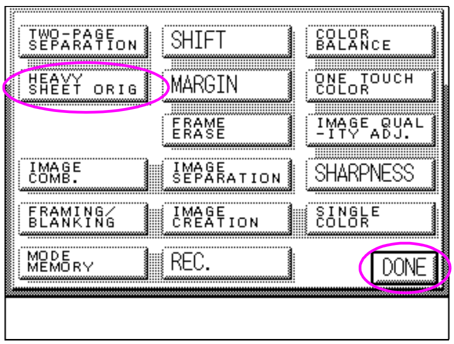
1



2



3



5 Image manipulation

Overview

This chapter describes the procedures necessary to make copies of specific areas of originals, and to change or adjust the original images on copies. Topics include:

- Framing
- Blanking
- Negative/positive (Nega/Posi)
- Repeating images
- Mirroring images
- Slanting images
- Sharpening contrast

Framing

Framing is the ability to select one or more designated areas on an original, and to copy only those areas. There are several tasks you can perform in Framing mode:

- Designate up to four image areas to copy using numeric keys
- Edit an already defined image area
- Clear designated image areas

Each function is described in this section.

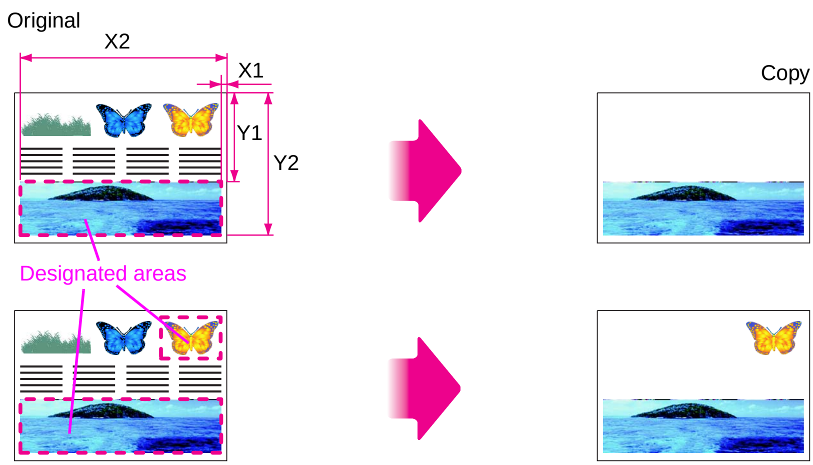
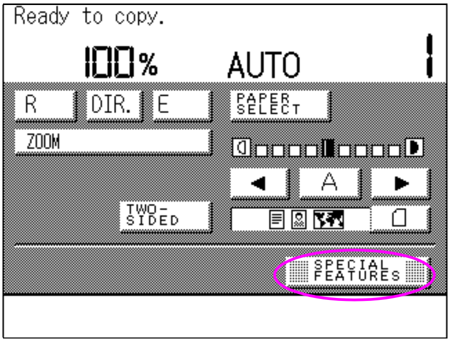


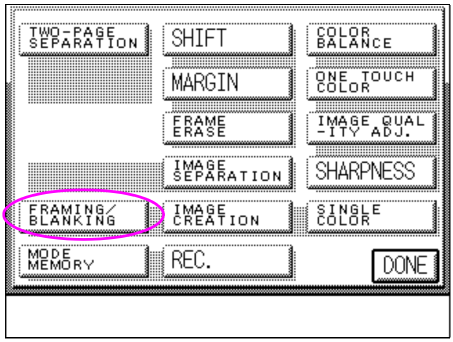
Figure 40 **Designate one or more image areas to be copied**

Designating image areas to copy

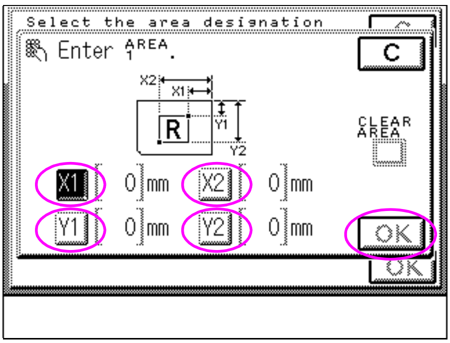
1



2



3



1 After placing your original on the glass, press SPECIAL FEATURES.

2 Press FRAMING/BLANKING.

3 Designate the area to include on the copy. Press X1, Y1, X2, and Y2 to enter the corresponding values using the numeric keys. Press OK.

Note

You can enter values only in millimeters.

X1: Length from the right edge of the original to the right edge of the designated area

X2: Length from the right edge of the original to the left edge of the designated area

Y1: Length from the top edge of the original to the top edge of the designated area

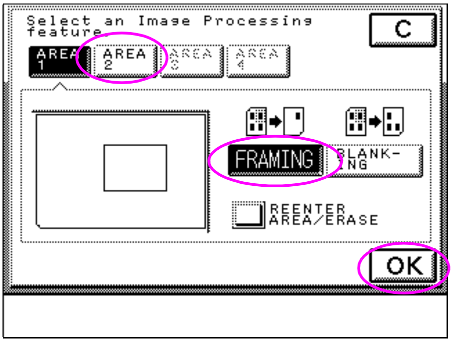
Y2: Length from the top edge of the original to the bottom edge of the designated area

If you enter incorrect values, press the CLEAR NUMERIC VALUE key and reenter the correct values.

The maximum values that can be designated for X1 and X2, and Y1 and Y2 are as follows:

- X1 and X2 = 432 mm (17.28 in)
- Y1 and Y2 = 297 mm (11.88 in)

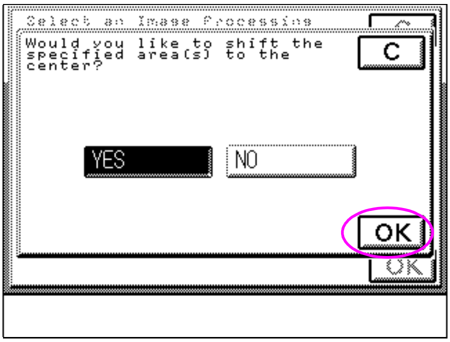
4



4 Select AREA 2 if you wish to designate a second area. Repeat the procedure described in Step 3. Designate Area 3 and Area 4 in the same way. Select FRAMING, and then press OK.

Note
You can designate up to four separate image areas.

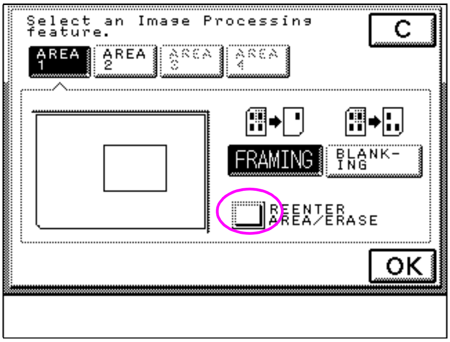
5

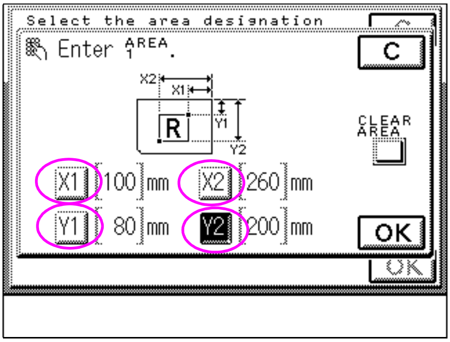


5 Select YES or NO to shift the designated area to the center of the copy, then press OK. Place your original on the glass. Press DONE, and then press START to make copies.

Note
Match the orientation of the original on the glass with the coordinates you entered.

Editing an already defined image area

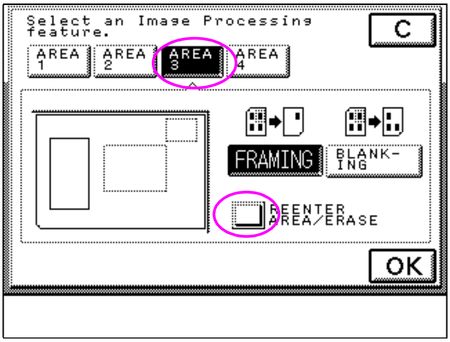
1 

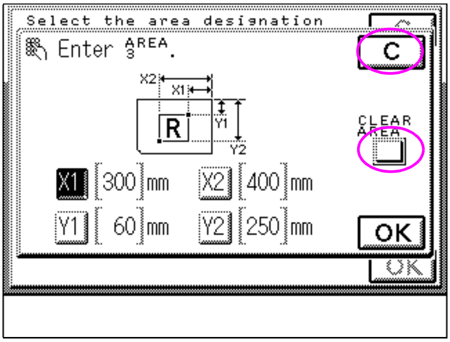
2 

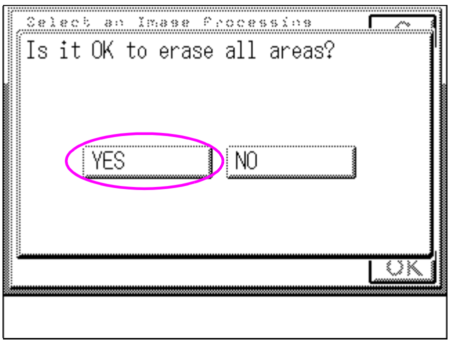
1. After you press FRAMING, press REENTER AREA/ERASE. When multiple areas are designated, select the button of the area to be edited, then press REENTER AREA/ERASE.

2. Press the X1, X2, Y1, and Y2 buttons to be edited, and reenter the corresponding values using the numeric keys. After reentering all the values for the coordinates, press OK to complete area editing.

Clearing designated image areas







1 After you press FRAMING, select the button of the area to be cleared. Then press REENTER AREA/ERASE.

2 Press CLEAR AREA, and then press C. to clear the selected area.

3 To clear all image areas, press YES at the prompt.

Blanking

Blanking is the opposite of Framing. In Blanking mode, you can make copies that exclude one or more designated areas from the original. Areas are designated by using the numeric keys on the copy module control panel.

There are several tasks you can perform in Blanking mode:

- Designate up to four image areas to be removed using the numeric keys
- Edit an already defined image area
- Clear designated image areas

Each function is described in this section.

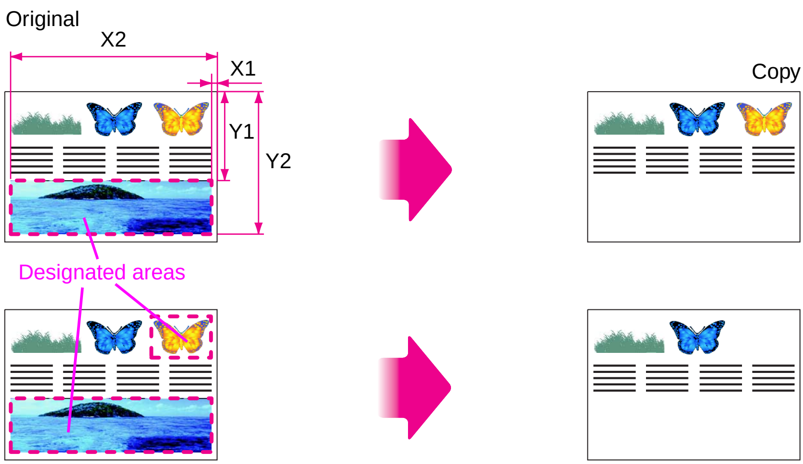
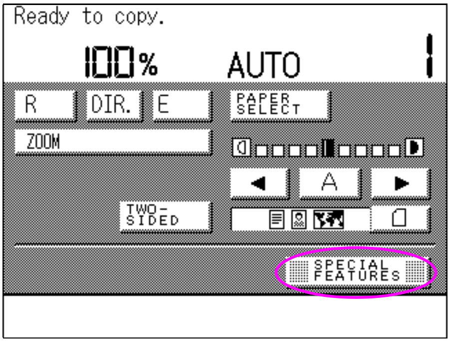


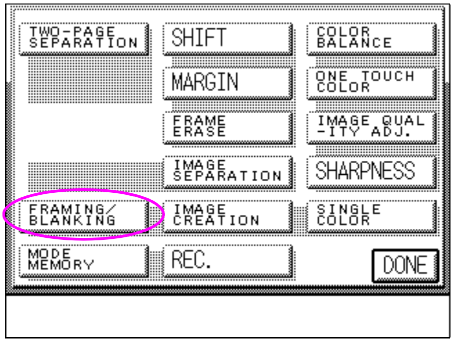
Figure 41 **Exclude designated areas from the original so they do not appear on the copy**

Designating image areas to exclude

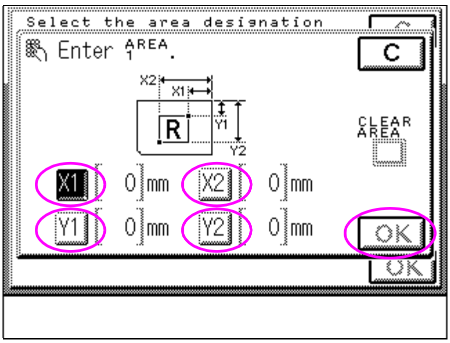
1



2



3



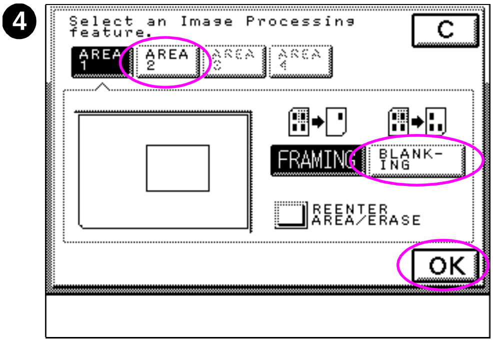
1 Press SPECIAL FEATURES.

2 Press FRAMING/BLANKING.

3 Designate the area to exclude from the copy. Press the X1, Y1, X2, and Y2 buttons and enter the corresponding values using the numeric keys. Press OK.

Note

For an explanation of how to designate the coordinates for the area using the X1, X2, Y1, and Y2 buttons, see page 165.



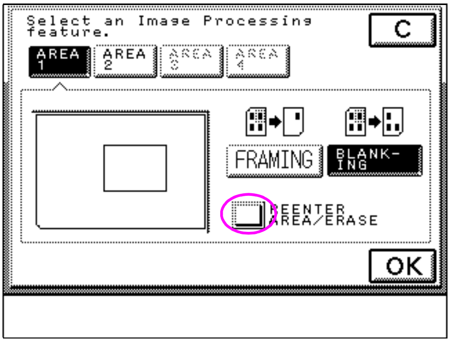
4 Select AREA 2, 3, or 4 if you wish to designate more areas. Repeat the procedure described in step 3. After designating all areas, select BLANKING, then press OK. Place your original on the glass. Then press DONE and press START to make copies.

Note
You can designate up to four separate image areas.

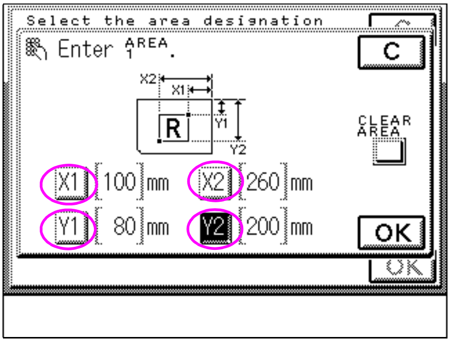
Note
Match the orientation of the original on the glass with the coordinates you entered.

Editing an already defined image area

1



2

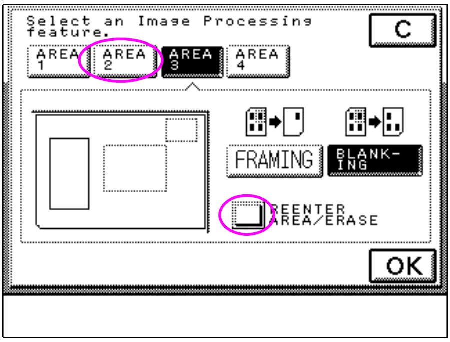


1 After you press BLANKING, press REENTER AREA/ERASE. When multiple areas are designated, select the button of the area to be edited, then press REENTER AREA/ERASE.

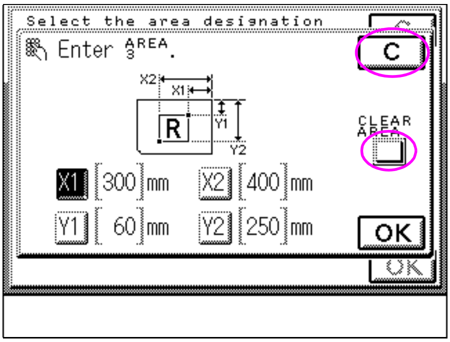
2 Press the X1, X2, Y1, and Y2 buttons to be edited, then reenter the corresponding values using the numeric keys on the copy module control panel. After reentering all the values for the coordinates, press OK to complete area editing.

Clearing designated image areas

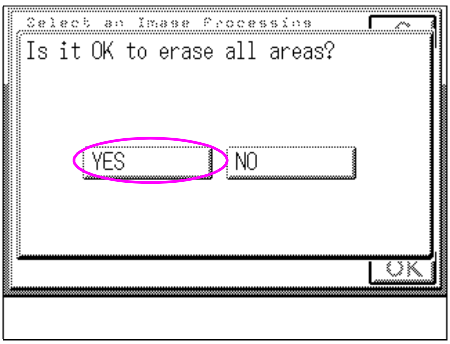
1



2



3



1 Select the button of the area to be cleared, and then press REENTER AREA/ERASE.

2 Press CLEAR AREA, and then press C. The selected area is cleared.

3 To clear all areas, press YES.

Negative/positive (Nega/Posi)

Negative/positive mode (which is listed on the touch panel display as “Nega/Posi”) allows you to make negative images on copies by reversing the color hues and gradations of the original. The copy module uses complementary colors in the Nega/Posi mode. Complementary colors work together to produce the same richness in hue on the copied page as everyday objects have in direct sunlight. Nega/Posi mode reverses these colors to produce a copy that resembles a negative from a roll of film.

Below is an example of the copied output using Nega/Posi mode.

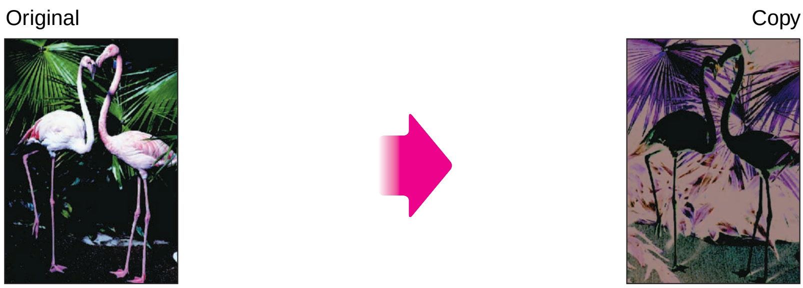
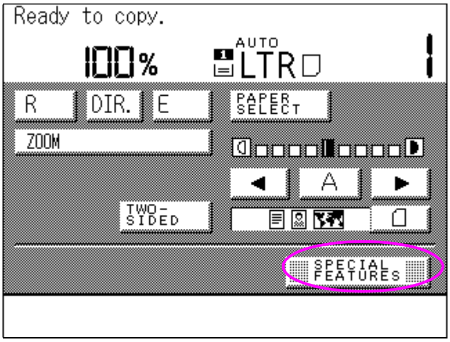


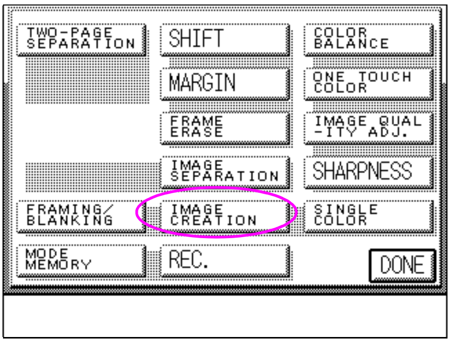
Figure 42 **Color hues and gradations are reversed in Nega/Posi mode**

Making negative images from positive originals

1



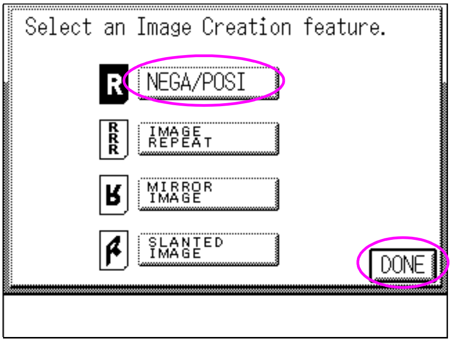
2



1 After placing your original on the glass, press SPECIAL FEATURES.

2 Press IMAGE CREATION.

3



3 Select NEGA/POSI, then press DONE. Press DONE again, and then press START to make copies.

Note

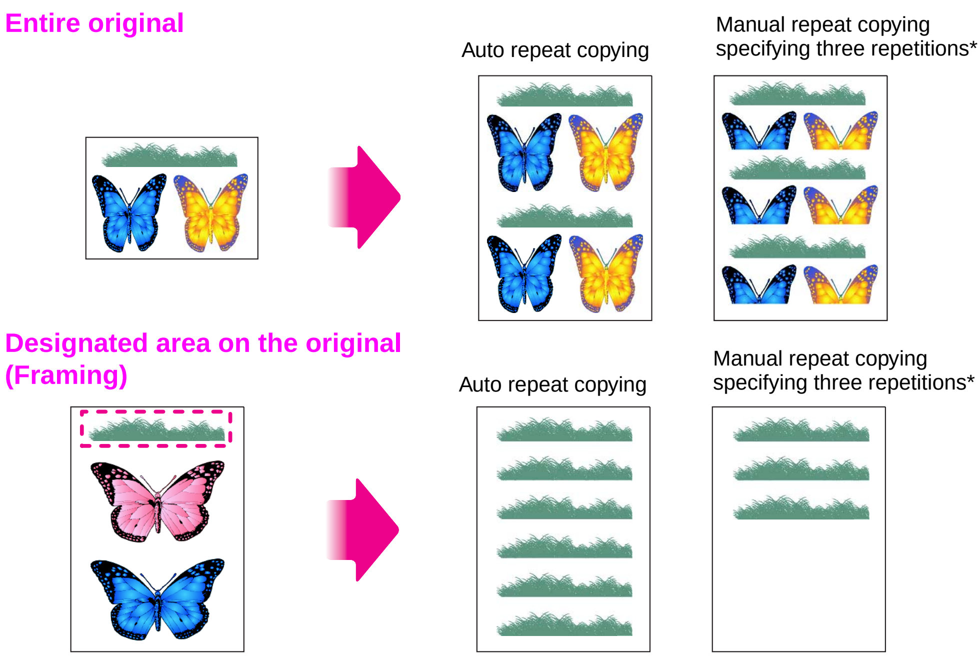
The setting confirmation button will appear in the upper right-hand corner of the touch panel display to show that special features have been selected. Press this button to display any set special features.

Repeating images

This mode provides the ability to repeat all or portions of the original on the copied page. There are two settings in Image Repeat mode:

- Auto Repeat
- Manual Repeat

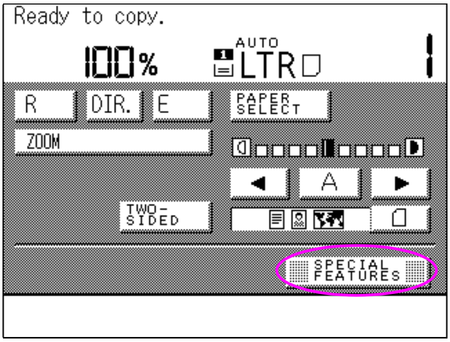
Both settings can be used for copying the entire original, or for copying selected portions of the original.

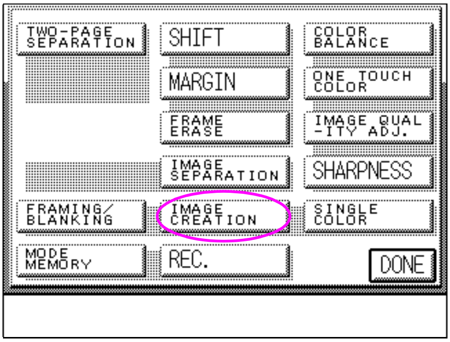


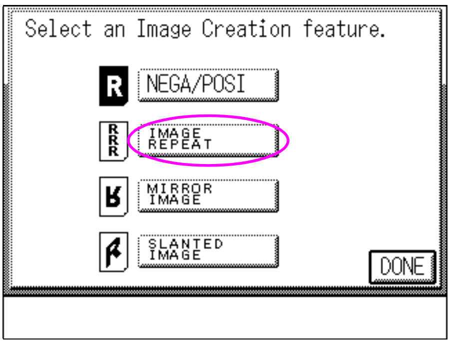
* Part of the image may be cut off if the number of image repetitions cannot be copied on the selected media size.

Figure 43 Examples of repeated images

Making copies with repeated images

1 

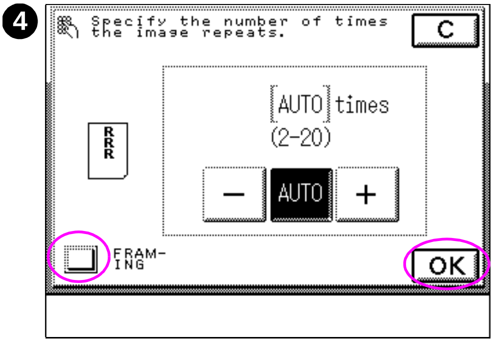
2 

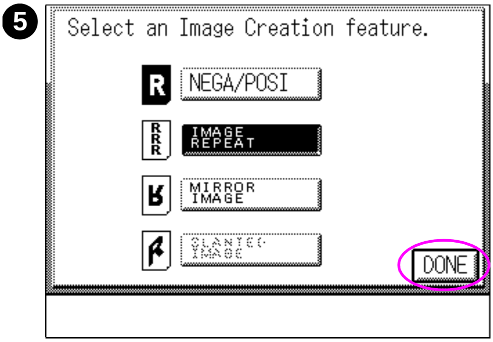
3 

1 After placing your original on the glass, press SPECIAL FEATURES.

2 Press IMAGE CREATION.

3 Press IMAGE REPEAT.





4 Specify the number of times you want the image to be repeated using the numeric keys or the - and + buttons. Press AUTO to make copies with the Auto Repeat setting. If you want to copy only a designated area of the original, press FRAMING. (See the framing instructions on page 165.) After completing the framing selection, or if you are not using framing, press OK and proceed to step 5.

5 Press DONE on the screen pictured here, and on the subsequent screen (not pictured). Then press START to make copies.

Note

When copying using the Auto Repeat setting, the original image is repeated until the media is filled on the selected copy media size.

When copying using the Manual Repeat setting, part of the image may be cut off if the number of repeated images cannot fit onto the selected copy media.

Mirroring images

You can make copies with the original image reversed along the horizontal axis. The result is a mirror image of the original. You can create a mirror image of the entire original, or of only a portion of the original. Both options are shown below.

Entire original

Designated area on the original (framing)

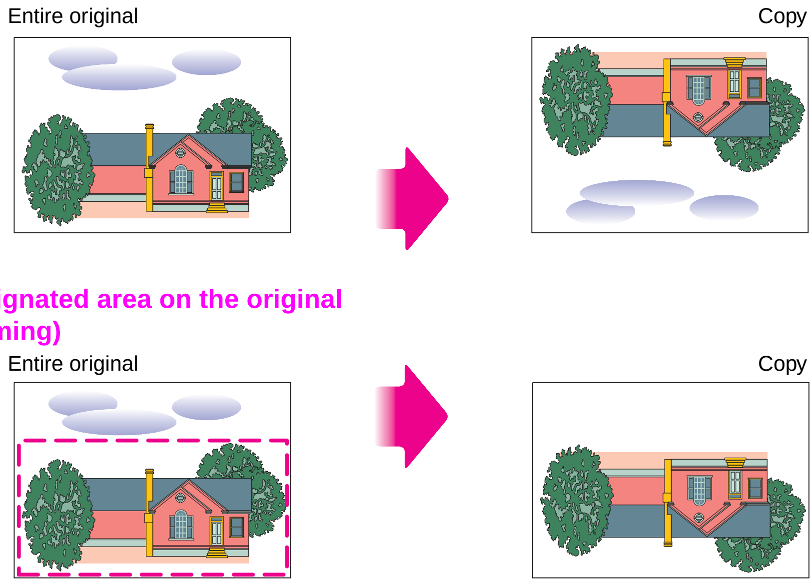


Figure 44 **Examples of mirror-image copies**

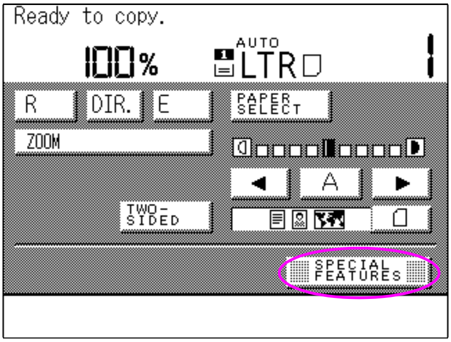
Making mirror-image copies

1 After placing your original on the glass, press SPECIAL FEATURES.

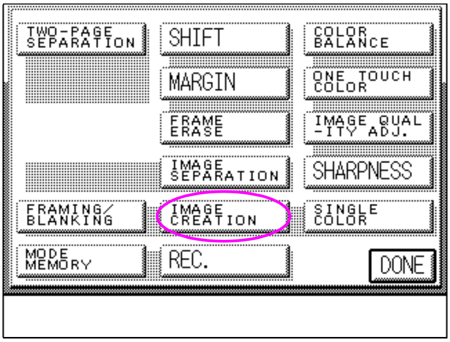
2 Press IMAGE CREATION.

3 Press MIRROR IMAGE.

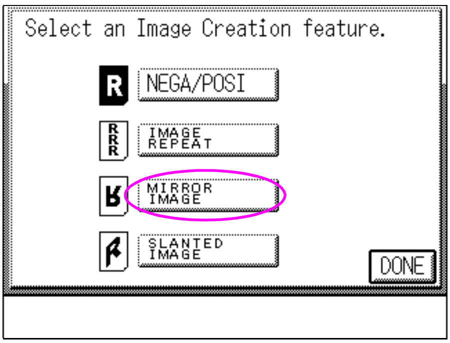
1



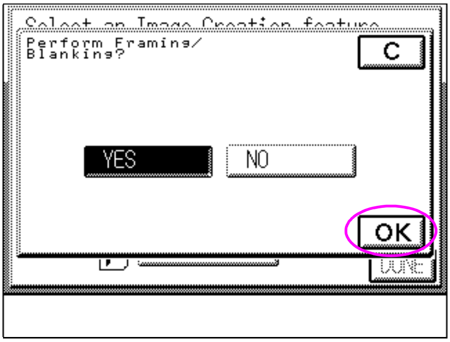
2



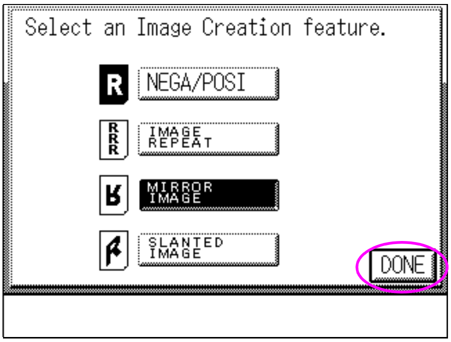
3



4



5



4 Select YES or NO when the PERFORM FRAMING/BLANKING? message appears, and then press OK.

If you select NO, press OK and proceed to step 5.

Selecting YES allows you to specify what part of the original to use for the mirror image. If you select YES, refer to the Framing instructions on page 165 or the Blanking instructions on page 170. Press OK.

Note
If FRAMING is selected, the copy module will proceed to make mirror-image copies of only the designated area on the original. If BLANKING is selected, the copy module will proceed to make mirror-image copies excluding the designated area on the original.

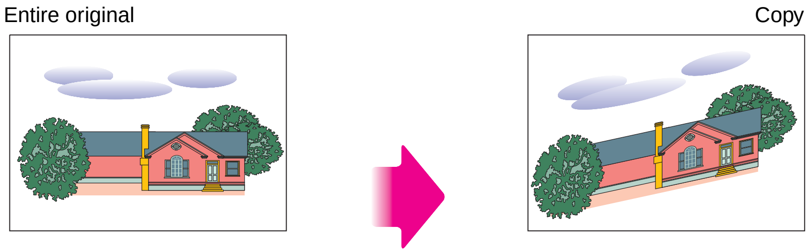
5 Press DONE on the screen pictured here, and on the subsequent screen (not pictured). Then press START to make copies.

Note
The setting confirmation button (not pictured) will appear in the upper right-hand corner of the touch panel display to show that special features have been selected. Press this button to display any set special features.

Slanting images

Add variety to your copies by slanting images. In Slanted Image mode, you can copy an original or portions of an original at a designated angle. Both options are shown below.

Entire original



Designated area on the original (framing)

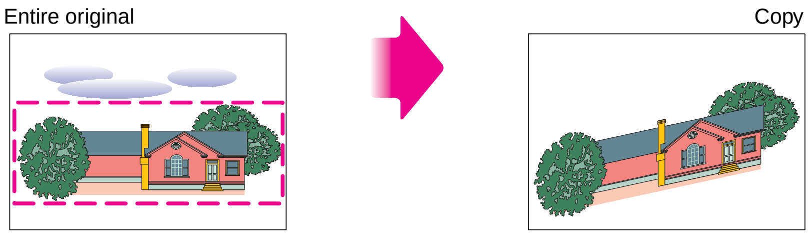
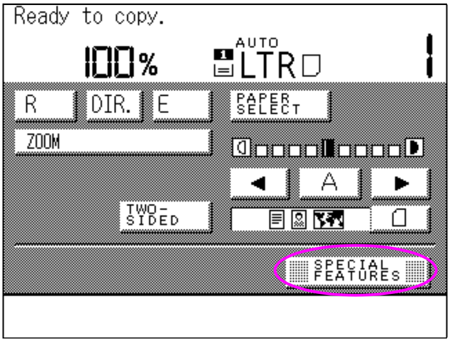


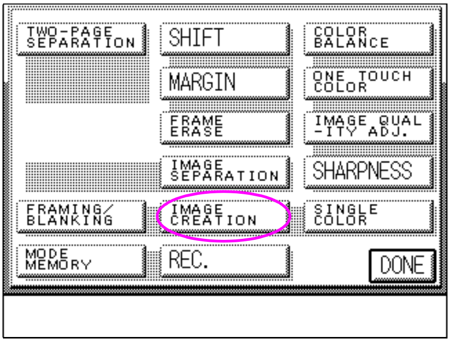
Figure 45 Examples of slanted images

Copying images at a slant

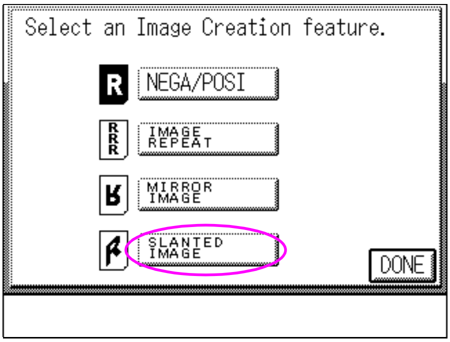
1



2



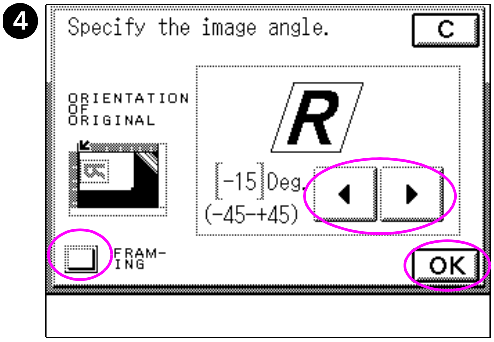
3

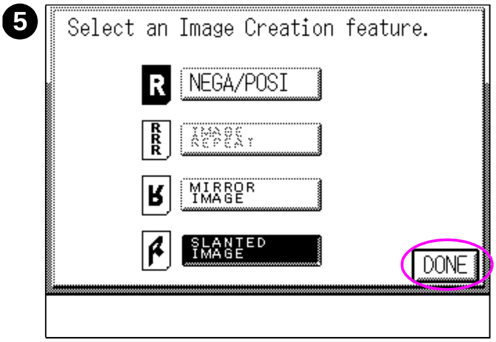


1 After placing your original, press SPECIAL FEATURES.

2 Press IMAGE CREATION.

3 Press SLANTED IMAGE.





4 Designate the angle using ◀ or ▶.

Select FRAMING to make copies of a designated area on the original. This allows you to specify what part of the original to use for the slanted image. See the instructions on page 165 for making the framing selection.

After the framing selection has been made, or if FRAMING is not being used, press OK and proceed to step 5.

Note

The relationship between the orientation of the original image and the slanted image is represented by the “R” in the touch panel display.

If the Slanted Image setting causes a part of the image to fall outside of the copy media area, only the part that is within the media area is copied; the rest of the image is lost.

---

5 Press DONE on the screen pictured here, and on the subsequent screen (not pictured). Then press START to make copies.

Sharpening contrast

The Sharpness mode allows you to vary the degree of sharpness or softness on the copies. There are seven levels of sharpness, ranging from high to low. The high and low extremes are described below.

High

Setting the sharpness level higher more clearly defines the edges of original images. Faint images or fine text are darkened and made more distinct. The higher the setting, the clearer the images.

Original

Copy

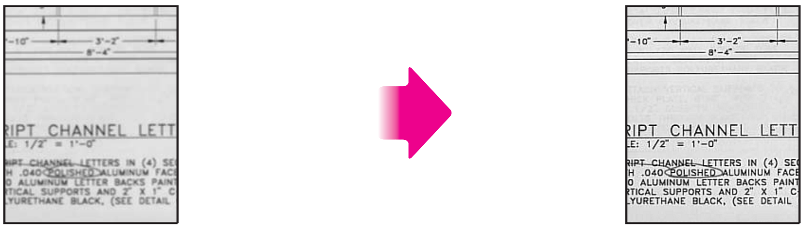


Figure 46 **Set sharpness high for better contrast**

Low

Setting the sharpness level lower softens the contrast of original images. By lowering the contrast, you reduce the granularity caused by copying photographs or glossy pages. The lower the sharpness, the less the granularity.

Original

Copy

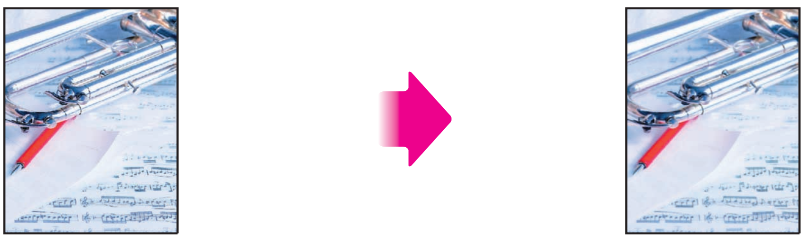
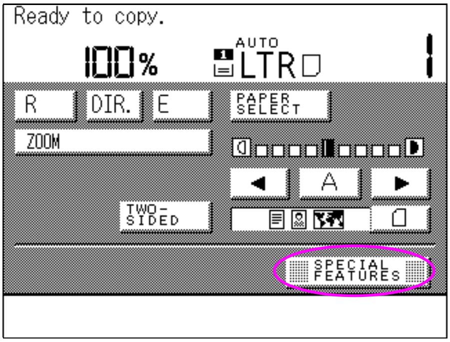


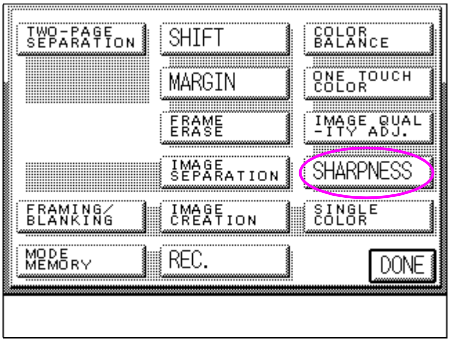
Figure 47 **Set sharpness low for softly blurred images**

Modifying the sharpness of the copies

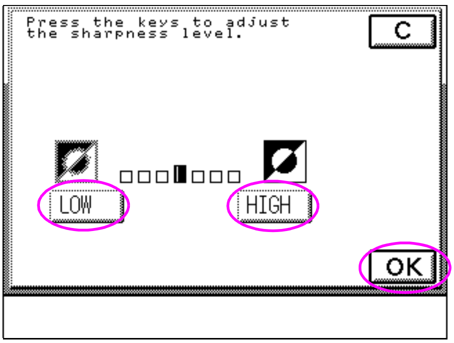
1



2



3



1 After placing your original on the glass, press SPECIAL FEATURES.

2 Press SHARPNESS.

3 Select LOW or HIGH to adjust sharpness. Then press OK. Press DONE, and then press START to make copies.

Note

The setting confirmation button (not pictured) will appear in the upper right-hand corner of the touch panel display to show that special features have been selected. Press this button to display any set special features.

6 Color balance and color creation

Overview

This chapter discusses the HP Color LaserJet 8550MFP image adjustment and color manipulation capabilities including:

- Color settings
- Storing color settings
- One Touch Color
- Background color adjustment
- Second Side Elimination

Color settings

Color on a copied page can be altered by fine-tuning the copy module color settings. The following color attributes can be adjusted using the color settings of the copy module:

- color balance
- color density

Color Balance

You can adjust the color's tone by using the Color Balance feature of the copy module. The relative strengths of cyan (blue-color tones), magenta (red-color tones), yellow, and black will vary depending on the settings you make in the Color Balance mode.

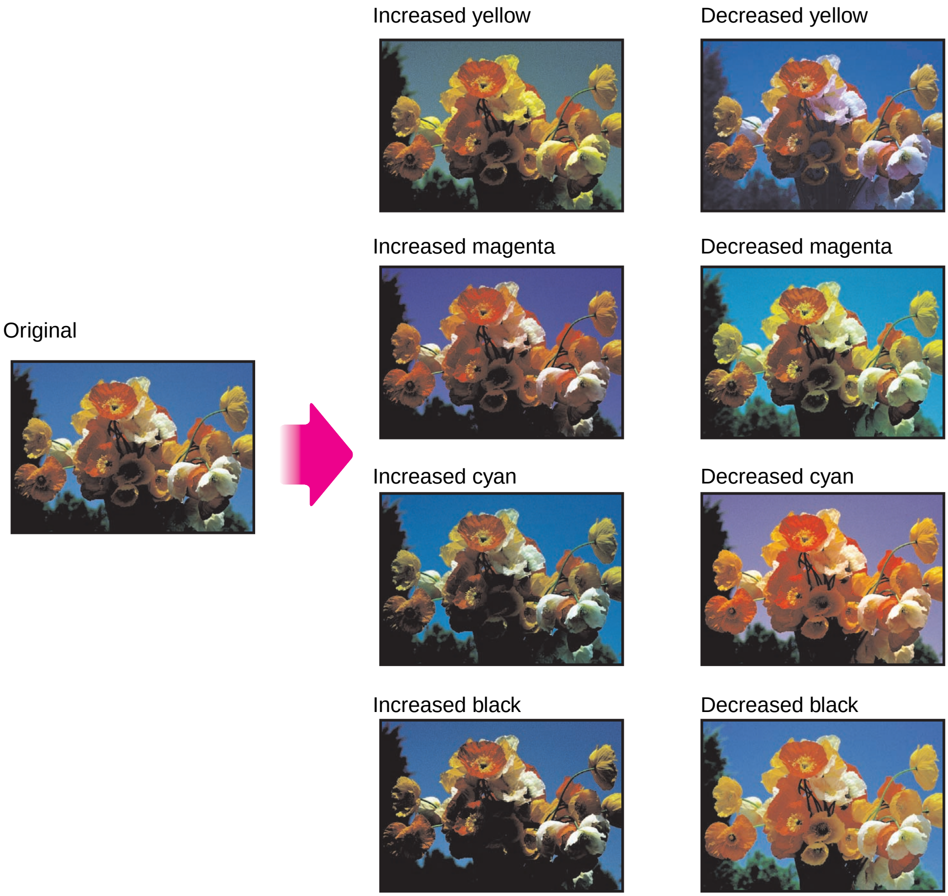
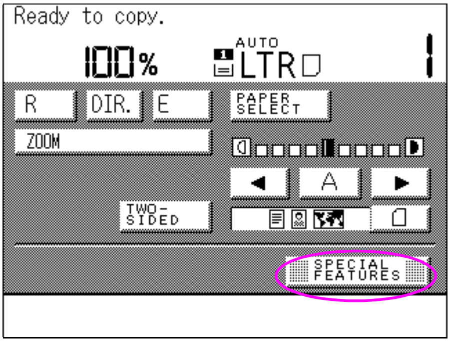
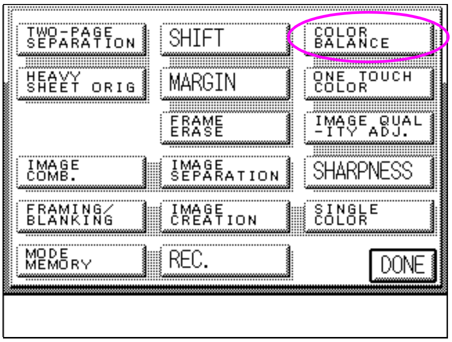


Figure 48 **Examples of Color Balance adjustments**

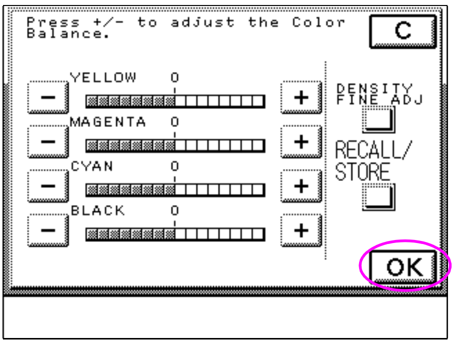
1



2



3



To adjust the color balance

1 After placing your original on the glass, press SPECIAL FEATURES.

2 Press COLOR BALANCE.

3 Press + and - to adjust the color balance for each primary color, and then press OK. Press DONE, and then press START to make copies.

Note

You can also adjust color density at this point. For more information see “Color Density” on page 192.

Color Density

The color density of cyan, magenta, yellow, and black can be individually adjusted to high, medium, and low. The settings made in Color Density mode will increase or decrease the strength of the color in the copied image. The colors on the copied pages will have a darker or lighter application as a result of the Color Density setting.

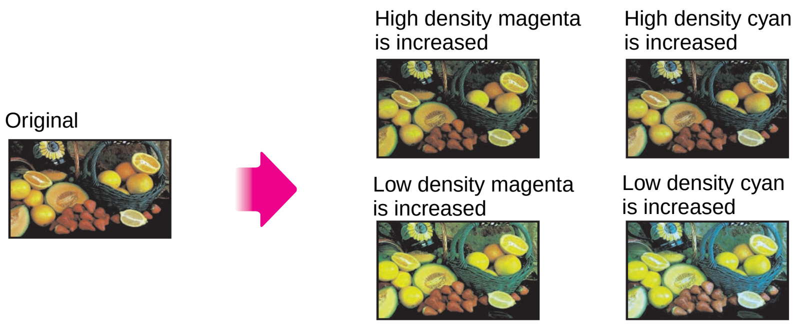
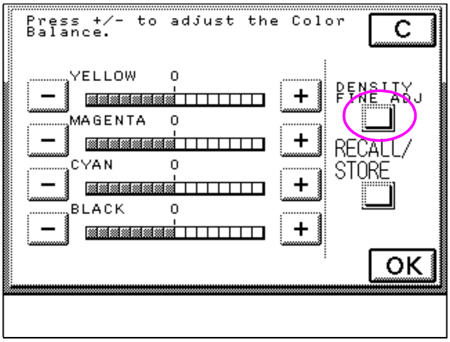
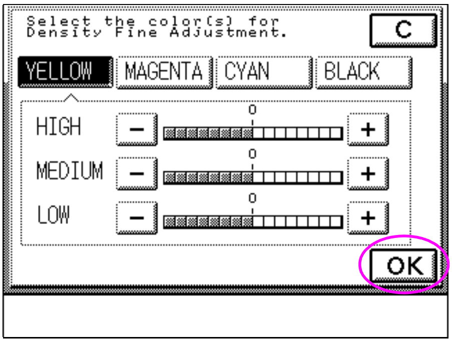


Figure 49 Examples of Color Density adjustments

1



2

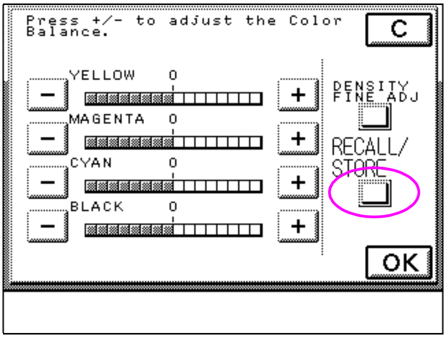


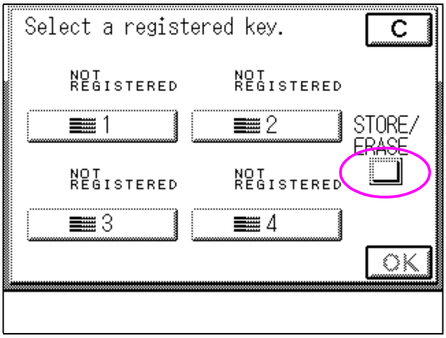
To adjust color density

1 While in the Color Balance mode, press DENSITY FINE ADJ.

2 Select the color you want to adjust, and then press - and + to decrease and increase the color density of the selected color, and then press OK. This will return you to step 3 of “To adjust the color balance” on page 191.

Storing color settings

1


2


3


The copy module can store up to four color balance and color density settings you commonly use. You can access these settings through the copy module touch screen display.

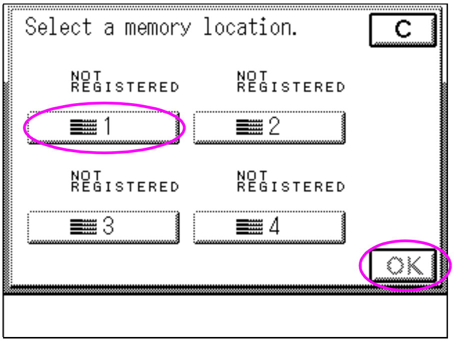
To store color settings

1 Make the desired color setting changes, as described in “To adjust the color balance” on page 191 and “To adjust color density” on page 193. Press RECALL/STORE when the changes have been made.

2 Press STORE/ERASE.

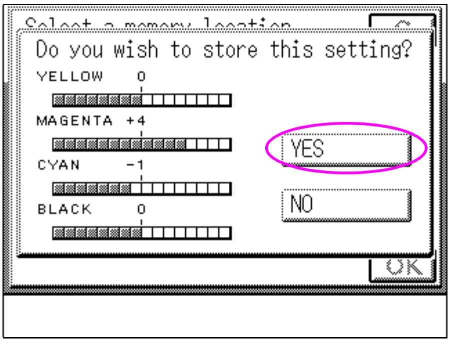
3 Press STORE.

4



4 Select the button to which you want to assign the setting, and press OK.

5

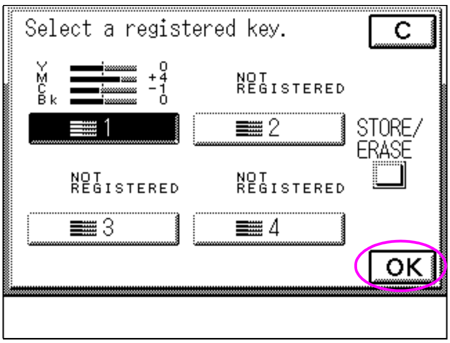


5 Make sure that the color balance setting was stored, and press YES to use the selected settings.

If the color balance setting was not stored correctly, press NO to cancel the stored color balance settings.

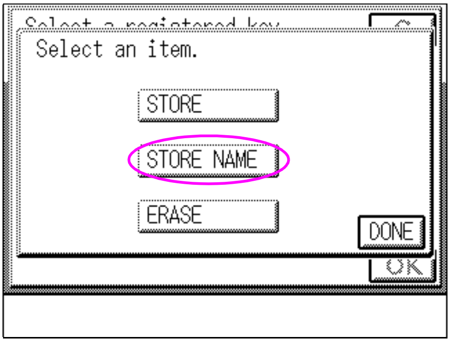
Note
The message DO YOU WISH TO OVERWRITE PREVIOUS SETTING? appears if you try to assign new settings to a button that is already assigned color settings. To overwrite the previous setting, press YES. To assign your settings to a different button press NO.

6

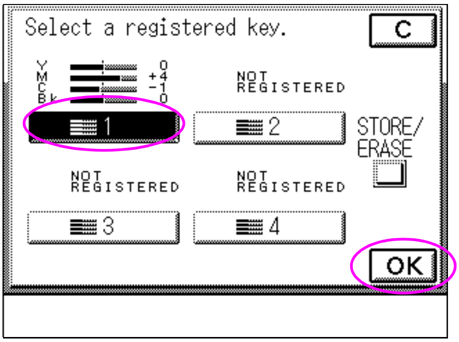


6 Press OK.

1



2



To name the stored setting

1 Press STORE NAME.

2 Select the key you would like to name, and press OK.

Enter a name using the alphabetic keys on the touch screen display. After entering a name, press OK.

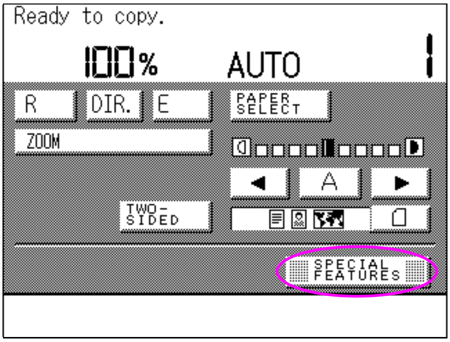
Note

For instructions on how to enter characters using the touch screen, see page 43.

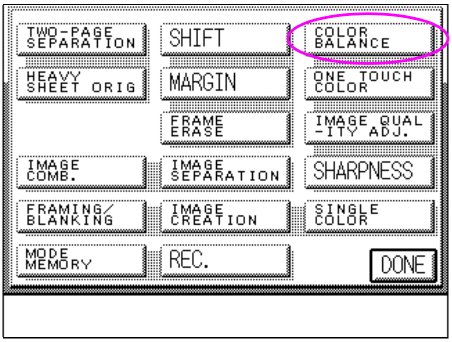
Up to ten characters can be entered. A single special character is counted as two normal characters.

If OK is pressed without any characters entered, the name returns to the default factory setting.

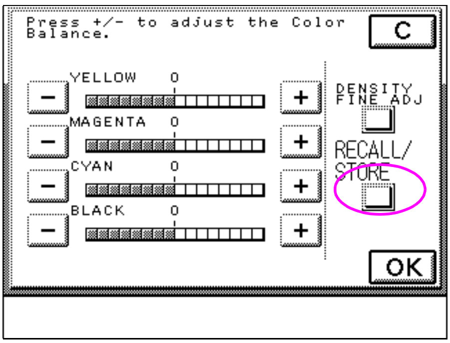
1



2



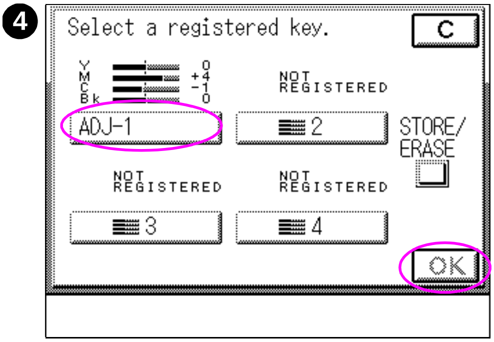
3

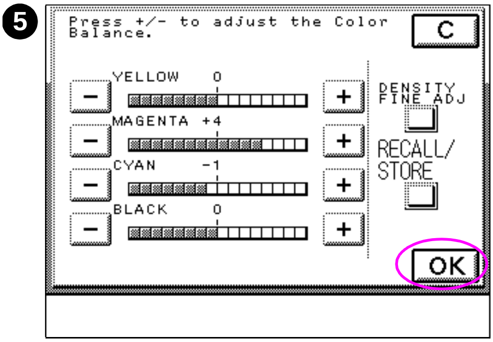


To recall stored color settings

Once a color balance or density setting is stored, you can recall it using the following procedure:

1. Press SPECIAL FEATURES.
2. Press COLOR BALANCE.
3. Press RECALL/STORE.

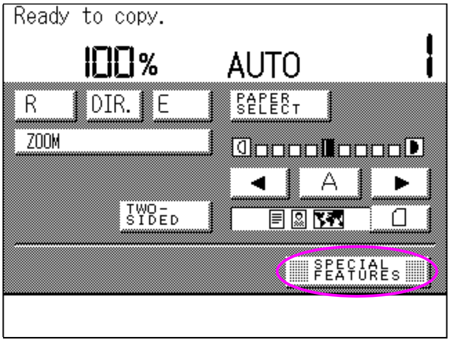




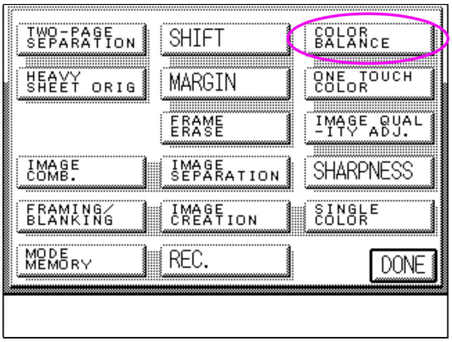
4 Select the key storing the desired color balance, and then press OK.

5 The stored color balance setting screen appears. Press OK to select the stored color balance setting. Press DONE, and then press START to make copies.

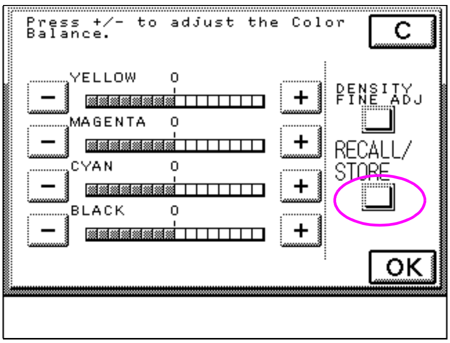
1



2



3



To erase the stored setting

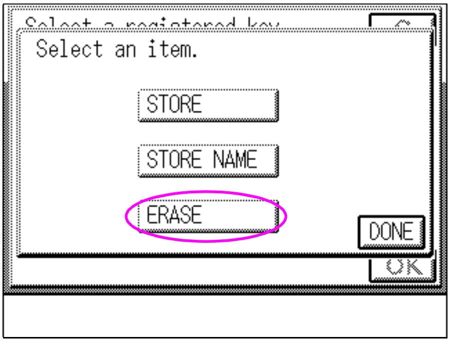
Refer to the procedure for recalling stored color settings on page 197 before completing the steps below.

1 Press SPECIAL FEATURES.

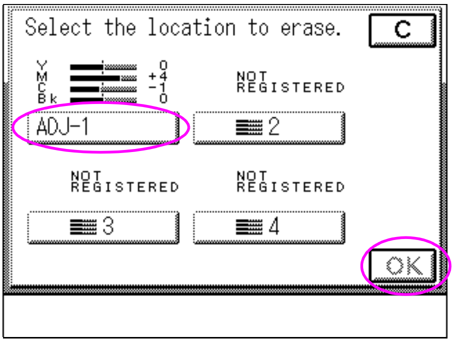
2 Press COLOR BALANCE.

3 Press RECALL/STORE.

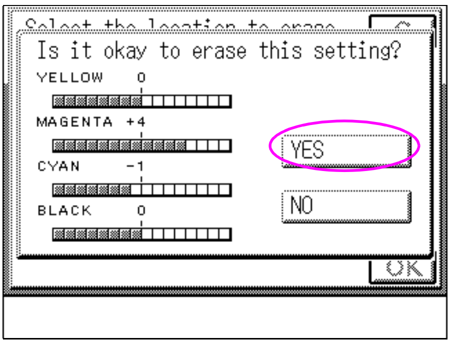
4



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4 After pressing STORE/ERASE on the touch panel display, press ERASE.

5 Select the desired key to be erased, and press OK.

6 Confirm the color balance setting to be erased, and then press YES. Press NO to cancel erasing.

One Touch Color

One Touch Color allows you to quickly and easily apply six commonly used image adjustments to modify the color characteristics of the original. The following predefined settings can be used to adjust the color image of your copy.

Vivid colors: Makes copies with more vivid hues.

Tranquil colors: Makes copies with subdued hues.



Figure 50 Examples of vivid and tranquil color settings

Lighten image: Decreases the strength of the color in the low-exposure range while maintaining a good color balance, resulting in a copy with lighter colors.

Darken image: Increases the strength of the color in the low-exposure range while maintaining a good color balance, resulting in a copy with darker colors.

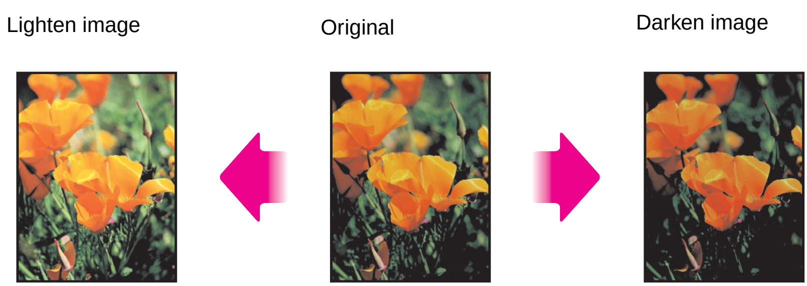


Figure 51 Examples of lighten and darken settings

Highlight reproduction: Clearly reproduces highlights that normally appear on a copy as white.

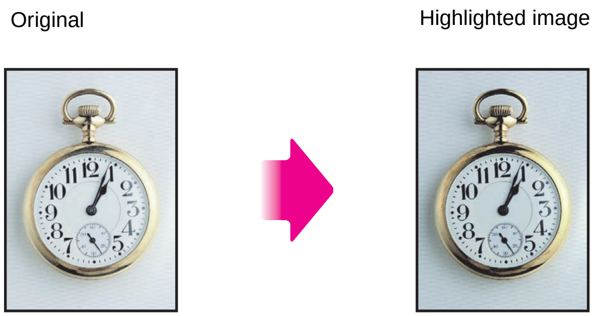


Figure 52 **Example of highlight reproduction**

Old-fashioned photo image: Makes copies that look like old-fashioned (sepia-tinted) photographs.

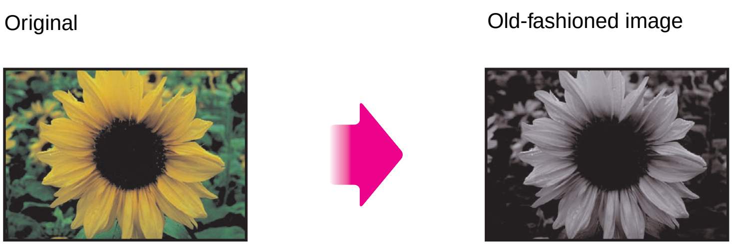
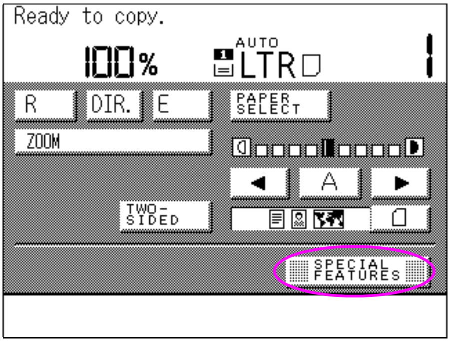
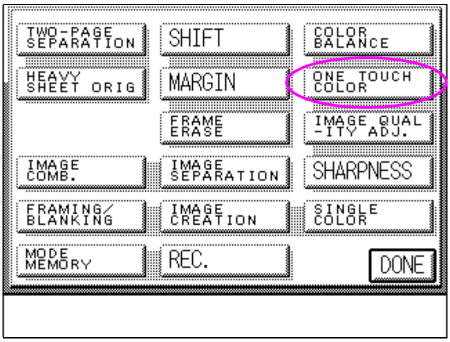


Figure 53 **Example of old-fashioned photo setting**

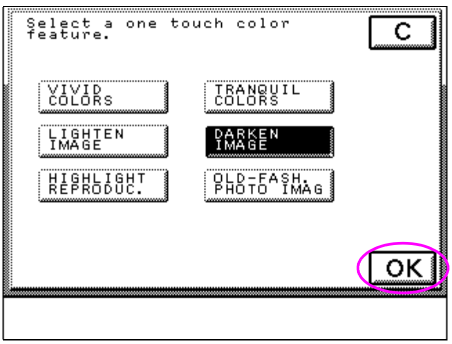
1



2



3



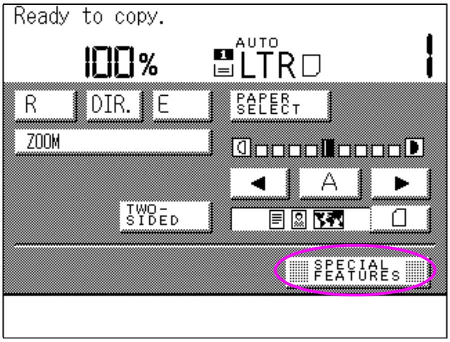
To select a One Touch Color setting

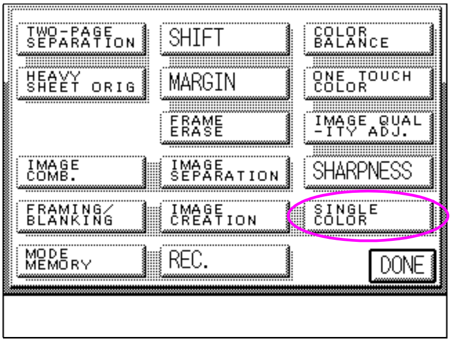
1. After placing your original on the glass, press SPECIAL FEATURES.
2. Press ONE TOUCH COLOR.
3. Select the desired image quality, then press OK. Press DONE, and then press START to make copies.

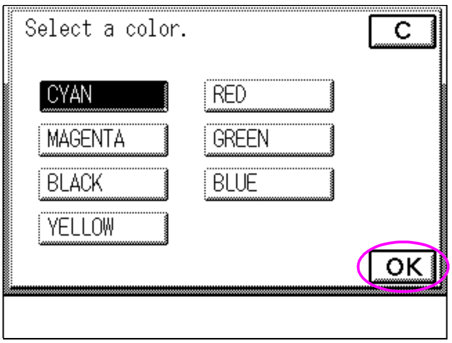
Note

Multiple image qualities can be simultaneously selected, with the exception of the following combinations:
- Vivid Colors and Tranquil Colors
- Lighten Image and Darken Image
- Lighten/Darken Image and Highlight Reproduction

Making single-color copies

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The Single Color setting allows you to make single-color copies in one of seven specific colors.

To select one color

1 After placing your original on the glass, press SPECIAL FEATURES.

2 Press SINGLE COLOR.

3 Select the desired color, then press OK. Press DONE, and then press START to make copies.

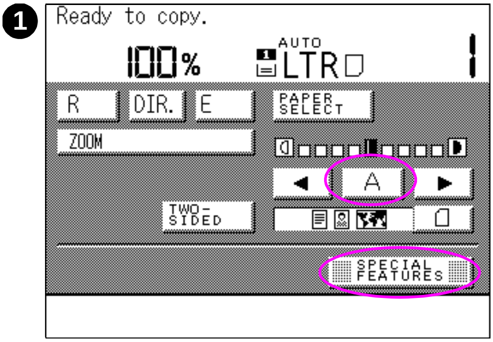
Background color adjustment

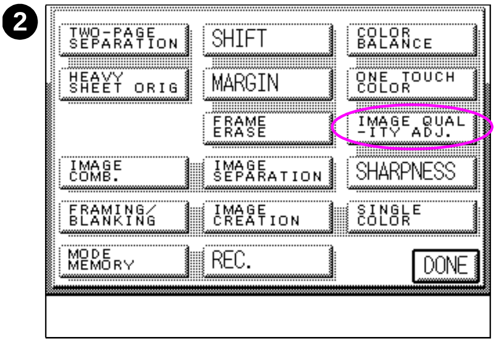
Background color adjustment (displayed as BACKGROUND COLOR ADJ.) allows you to eliminate or change the color that appears on the copies as a result of the copy module trying to reproduce the color or texture of the original media. For example, newspapers are printed on media that the copy module will try to reproduce, creating an unwanted effect. This feature allows a user to change or eliminate this effect.

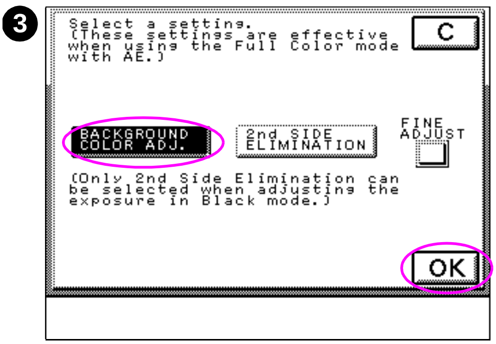
Background Color cannot be used in combination with the following modes:

- Black Text setting in the Basic Features screen (See page 104.)
- Black Monochrome mode (the BLACK key lights) (See page 125.)
- Single Color mode (See page 204.)
- Speed priority setting – the Black Text Automatic Exposure Adjustment priority setting in Administration (Additional) functions. (See page 236.)

Adjusting the background color



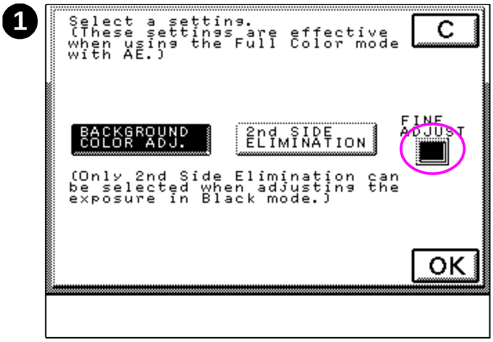


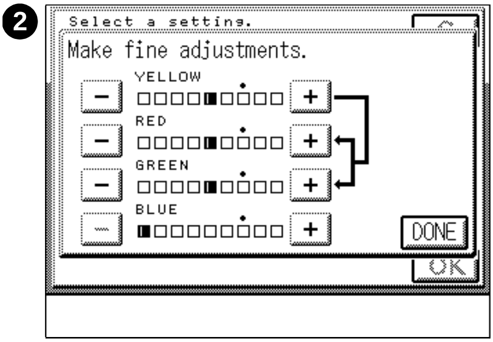


1 After placing your original on the glass, press A to set the automatic exposure. Then press SPECIAL FEATURES.

2 Press IMAGE QUALITY ADJ.

3 Press BACKGROUND COLOR ADJ., and then press OK. Press DONE, and then press START to make copies.





To make fine adjustments to the background color

Fine-tune the background color settings if either of the following conditions exist:

- the automatic settings do not entirely remove the background
- the automatic settings are too extreme and have negative effects on the desired image

Note

When making fine adjustments, the automatic exposure control setting is cancelled and copies are made using the fine adjusted copy setting.

1 Press IMAGE QUALITY ADJ., and then press FINE ADJUST.

2 Press - or + to eliminate the background color or the excessively light tones.

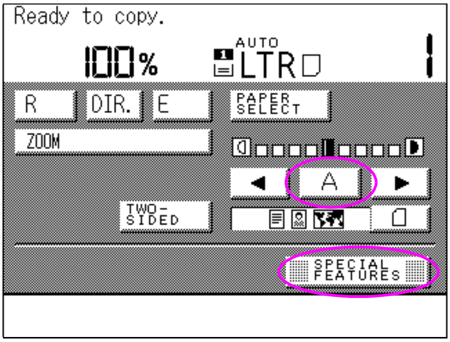
Second Side Elimination

Use Second Side Elimination mode to keep an image from the back side of a lightweight original from the appearing on the copy.

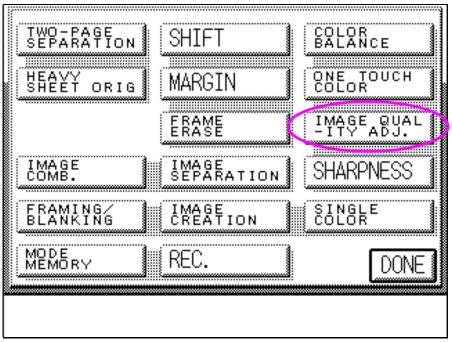
Second Side Elimination cannot be combined with the following settings:

- Speed Priority setting in the Black Text Auto Exposure Adjustment Priority setting in the Administration (Additional) functions (see page 236)
- Black Text setting in the Basic Features screen (see page 104)

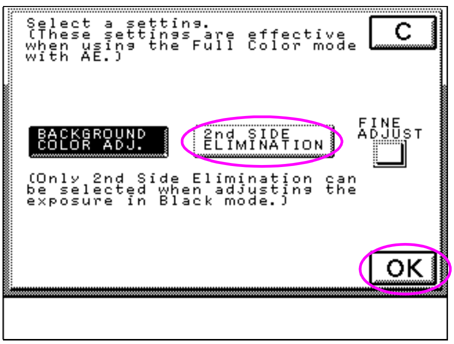
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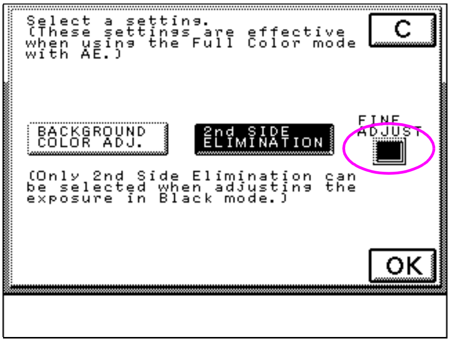


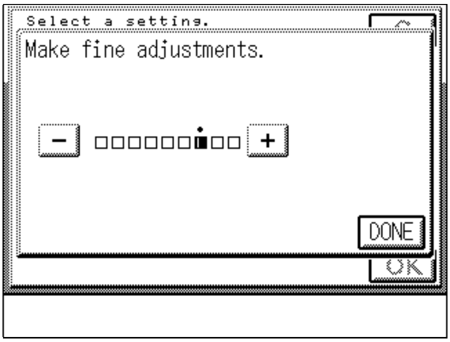
To use Second Side Elimination

1 After placing your original on the glass, press A to set the automatic exposure. Then press SPECIAL FEATURES.

2 Press IMAGE QUALITY ADJ.

3 Press 2ND SIDE ELIMINATION, and then press OK. Press DONE, and then press START to make copies.

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Making fine adjustments to Second Side Elimination

1 Press FINE ADJUST if the shadow of the image on the rear side of the original is not completely eliminated from the copy.

Note

The Automatic Exposure Control setting is canceled when the FINE ADJUST is pressed. Copies will be made using the exposure selected by the process of making fine adjustments.

2 Press the - key if the second side background has not been removed.

Press the + key if the desired image has become too light.

7 Stored copy job settings

Overview

The copy module can be configured to store frequently used copy job settings in memory. Topics covered are:

- Mode Memory
- Recall feature

Mode Memory

Using Mode Memory

You can use Mode Memory to maximize the storage capabilities of the copy module. This feature allows you to:

- store copy job settings
- name setting keys
- recall copy job settings
- erase setting keys

Use Mode Memory to store frequently used copy settings. These settings can be recalled with the touch of a key and are retained in memory even if the power is turned off.

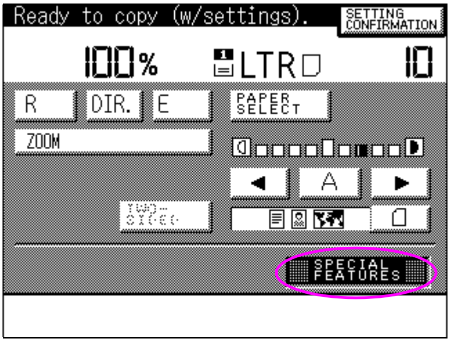
Storing copy job settings

Copy settings are made in the copy module touch panel display in the Basic Features and Special Features screens. Various copy settings can be stored using Mode Memory, including:

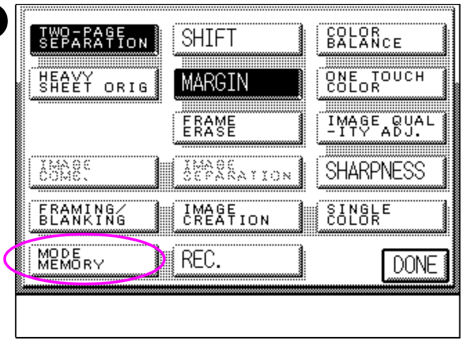
- copy quantity
- double-sided copying
- color settings
- reduce/enlarge

You will assign the copy job settings you wish to store to a key in the copy module touch screen display. After you have stored the settings, you can customize the name of the key.

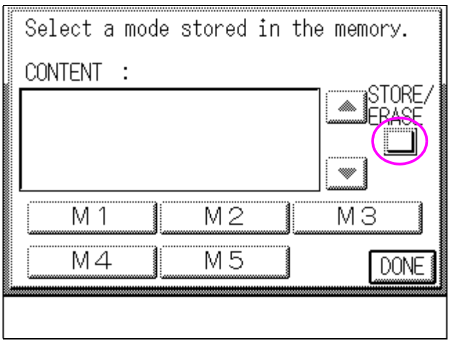
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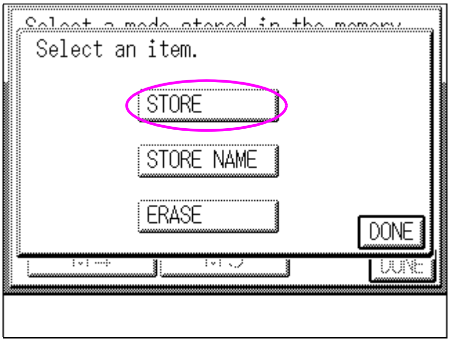
To store copy settings

1 Select the copy settings that you would like to store from the Basic Features or Special Features screen. Press SPECIAL FEATURES.

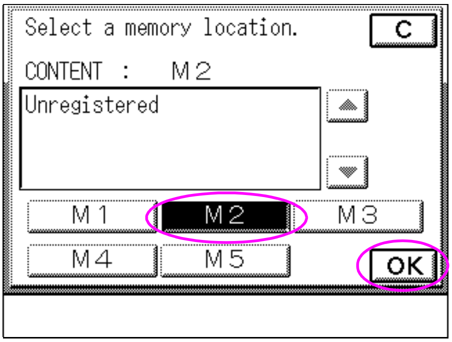
2 Press MODE MEMORY.

3 Press STORE/ERASE.

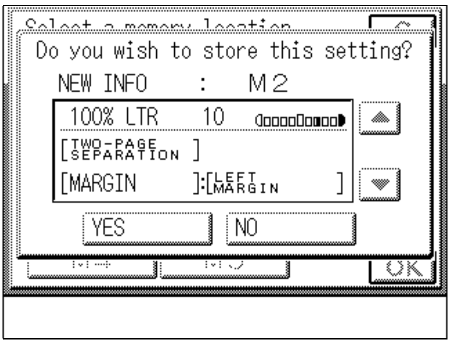
4



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4 Press STORE.

5 Select the desired key (M1 to M5) to store specific copy settings and then press OK.

Note

The copy settings of the key you choose will display when you select a key that already has stored settings.

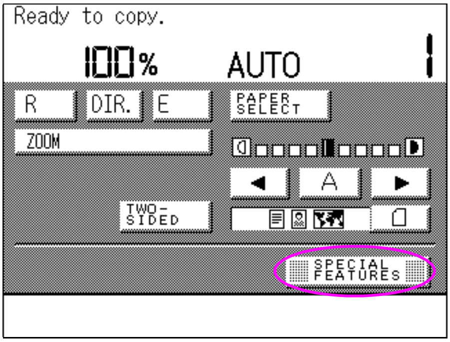
Use the ▲ and ▼ keys to view the copy job settings if they will not fit in the touch panel display.

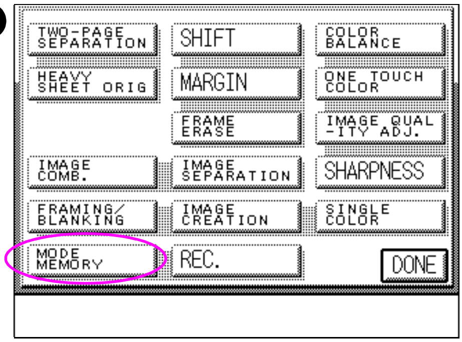
6 Press YES to store your settings on the key. To return to the Basic Features screen without storing your settings, press NO.

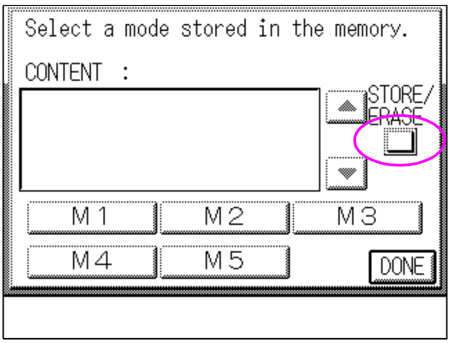
When YES is pressed, STORED appears in the touch panel display. Press OK, and then press DONE.

Note

Selecting YES will override previously stored copy job settings.

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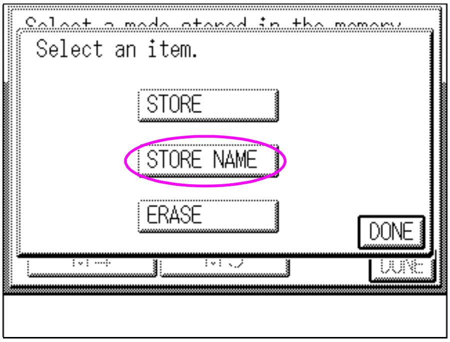
To assign a name to a key

1 Press SPECIAL FEATURES.

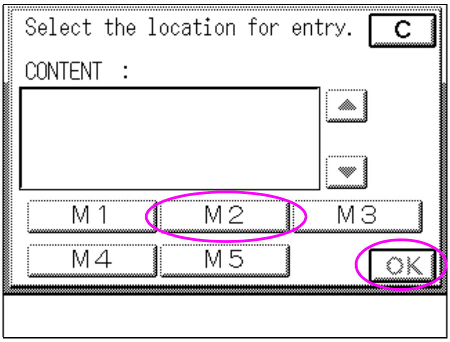
2 Press MODE MEMORY.

3 Press STORE/ERASE.

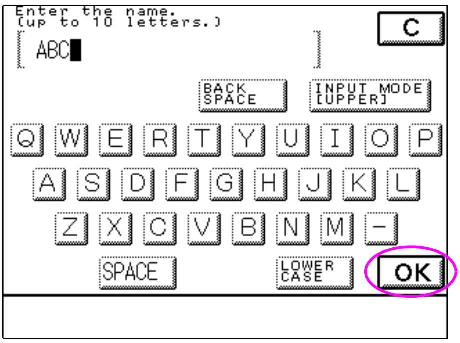
4



5



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4 Press STORE NAME.

5 Select the key (M1 to M5) you would like to name, and then press OK.

Note

The copy settings of the key you choose will display when you select a key that already has stored settings.

Use the ▲ and ▼ keys to view the copy job settings if they will not fit in the touch panel display.

6 Enter a name, then press OK. Press OK, and then press DONE to return to the Basic Features screen.

Note

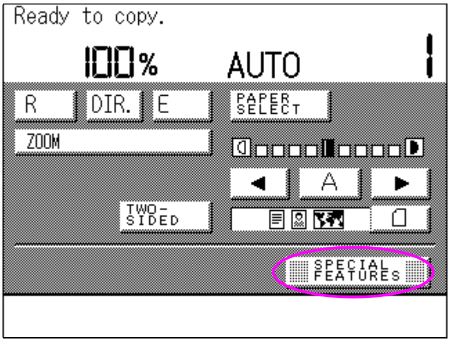
Up to ten characters can be used when naming a key. A special character is counted as two normal characters. If OK is pressed without any characters being entered, the name of the key returns to the factory default setting.

For instructions on how to enter characters, see page 43.

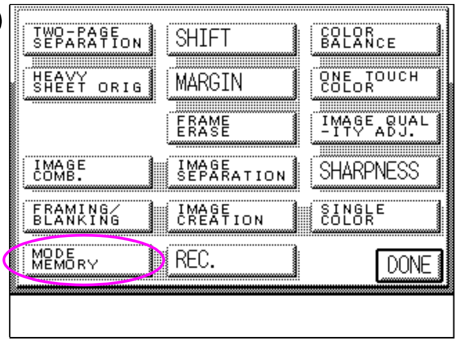
Recalling copy job settings

Using Mode Memory for frequently used copy job settings will allow you to access these settings. The recall function will access the stored copy job settings, and will allow you to make changes to those settings, if necessary.

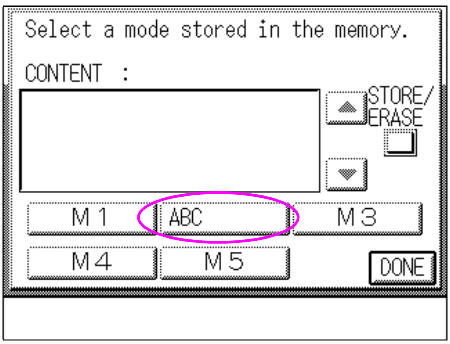
1



2



3



To recall copy job settings

1 Press SPECIAL FEATURES.

2 Press MODE MEMORY.

3 Select the key of the copy job you have previously stored.

Note

The copy settings of the key you choose will display when you select a key that already has stored settings.

Use the ▲ and ▼ keys if all of the copy settings will not display in the touch panel display.

4 Press OK, and then press DONE. The screen returns to the Basic Features screen. Press the START key on the control panel to begin the copy job.

Note

After recalling a copy job, you can change the copy settings before making copies.

Erasing stored copy settings

If you no longer need to have certain copy job settings stored in Mode Memory, you can erase them from the copy module touch screen display. Stored settings will not be erased when the power is off, but they will be deleted if they are overridden by other settings or erased using the following procedure.

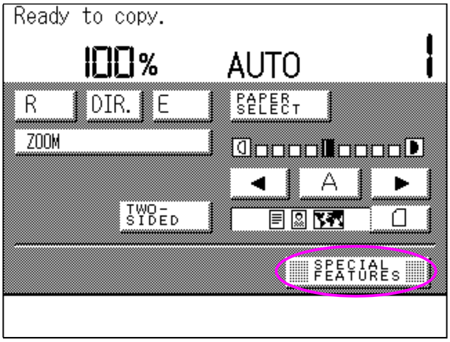
To erase stored copy settings

1 Press SPECIAL FEATURES.

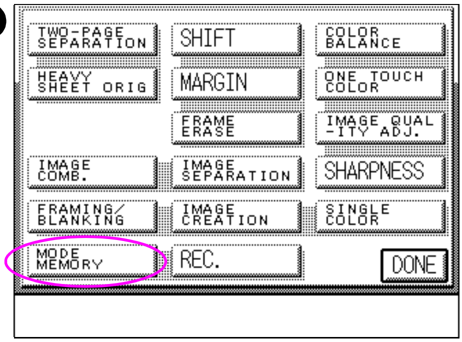
2 Press MODE MEMORY.

3 Press STORE/ERASE.

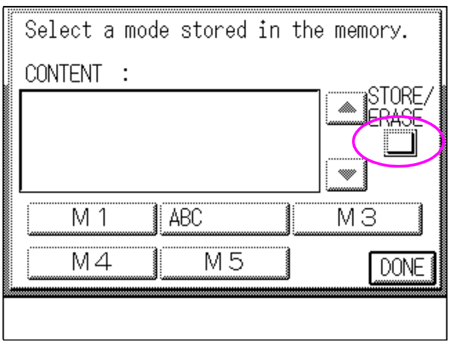
1

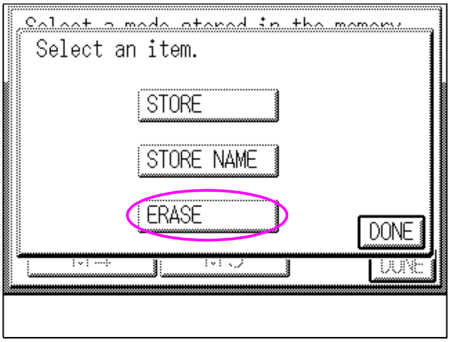


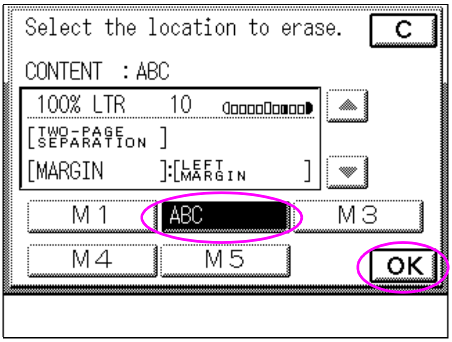
2

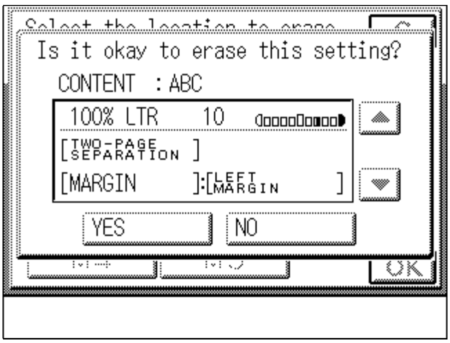


3



4


5


6


4 Press ERASE.

5 Select the key to be erased, then press OK.

Note

The copy settings of the key you choose will display when you select a key that already has stored settings.

Use the ▲ and ▼ keys if all of the copy settings will not display in the touch panel display.

6 To erase your settings press YES. When YES is pressed, ERASED appears in the touch panel display.

Press NO if you do not want to erase the key. Press DONE on all subsequent screens until you return to the Basic Features screen.

Recall feature

Use the Recall feature to access copy job settings used for a previously copied job, and apply them to your copy job. The copy module can access the copy job settings of the last three copy jobs. You can change the recalled copy job settings for your copy job.

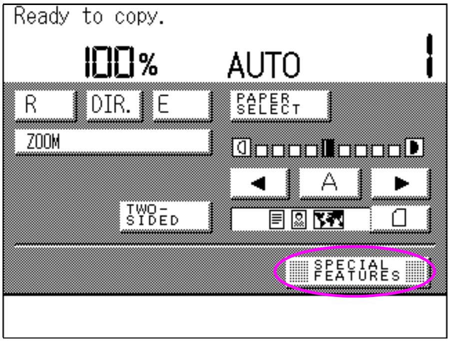
The following types of copy jobs can be recalled:

- Copy quantity, copy exposure, copy ratio, margin, etc. selected before the START key was pressed.
- Copy settings before the RESET key was pressed (copy settings before resetting).
- Copy settings recalled from Mode Memory.

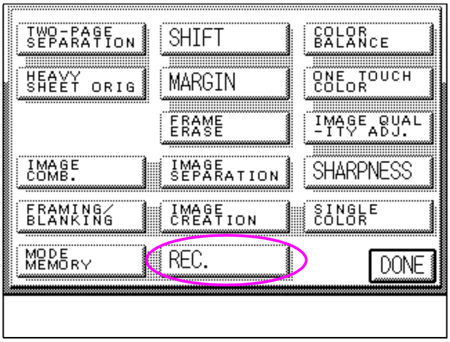
Note The last three copy jobs are kept in memory even if the power is turned off.

Recalling copy job settings

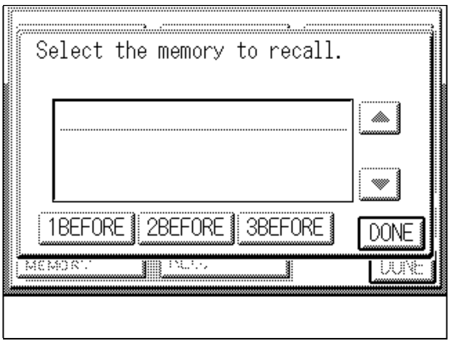
1



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3



1 Press SPECIAL FEATURES.

2 Press REC.

3 Select 1BEFORE, 2BEFORE, or 3BEFORE.

Press OK, and then press DONE.

Press the START key to start the copy job.

Note

The copy settings of the key you choose will display when you select a key that already has stored settings.

Use the ▲ and ▼ keys if all of the copy settings will not display in the touch panel display.

After recalling a copy job, you can change the copy settings before making copies.

8 Administration Functions

Overview

This chapter discusses the various settings in the Administration (Additional) Functions mode of the copy module, including:

- Administration Functions
- Custom Common settings
- Custom Copy settings
- Timer settings
- Adjustment/cleaning
- Counter Check

Administration Functions

The Administration (Additional) Functions menu allows a key operator or system administrator to change the following:

- Custom Common settings
- Custom Copy settings
- Timer settings
- Adjustment/cleaning
- Billing meter

The settings made in the Administrative functions menus become the new default values. The copy module will return to these settings when the RESET key is pressed.

Note Administration Functions is called Additional Functions on the copy module touch panel display.

Using Administration Functions

This chapter describes each feature available in the Administration (Additional) Functions menu. Menu items in the Administration (Additional) Functions menu listed in the “Administration Functions settings,” table on page 227 can be set to customize the operation of the copy module. These settings can be password protected, so only a key operator or system administrator can change the settings. For more information on how to password protect the Administration (Additional) Functions menu see page 248.

Note Depending on which optional accessories are attached to the copy module, some of the custom settings might not be changed. These settings are indicated in gray in the touch panel display.

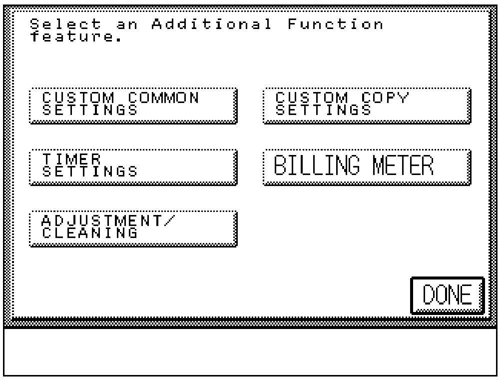
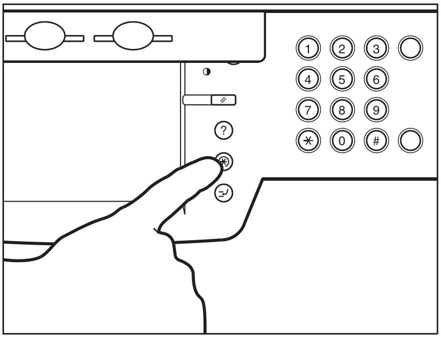
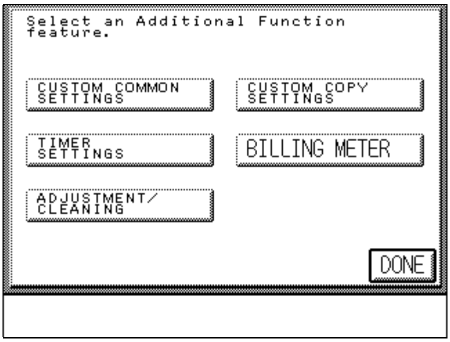


Figure 54 **Administration Functions touch panel display screen**

1



2



To access the Administration Functions screen

1 Press the ADMINISTRATION FUNCTIONS key.

Note

The ADMINISTRATION FUNCTIONS key flashes when the Administration (Additional) Functions screen is being displayed.

2 The Administration (Additional) Functions screen appears. Press the key that contains the menu items that need to be changed. (See “Administration Functions settings” on page 227.)

Note

The screen returns to the Basic Features screen when DONE is pressed.

Administration Functions settings

The following table provides menu items and settings for Administration (Additional) Functions. For additional information on these menu items see the page referenced in the "Reference page" column of the table.

Administration Functions settings

	Menu items and their descriptions	Settings (* indicates factory default setting)	Reference page
Custom Common settings	AUDIBLE TONES Turns the entry, error, and job done tones on or off.	Entry tone: ON* / OFF Error tone: ON* / OFF Job done tone: ON* / OFF	page 232
	DRAWER ELIGIBILITY FOR APS/ADS Turns the automatic selection eligibility for each input tray on or off.	Stack bypass: ON / OFF* Tray 2: ON* / OFF Tray 3: ON* / OFF Tray 4 (optional): ON* / OFF	page 234
	BLACK TEXT AUTO EXPOSURE ADJUSTMENT PRIORITY Assigns priority to speed or image quality.	Speed priority* / Image Quality priority	page 236
	TEXT/PHOTO PRIORITY IN BLACK MODE Selects the priority level for text originals and photo originals when making copies in the Black Monochrome mode.	Text priority / Photo priority*	page 238
	ENERGY SAVER ADJUSTMENT Adjusts the level of the Energy Saver mode.	-10% setting* / -25% setting / -50% setting / Return directly to Standard mode	page 240
	INCH ENTRY Sets millimeters or inches as your default unit of measurement.	ON* / OFF	page 242

Administration Functions settings (continued)

	Menu items and their descriptions	Settings (* indicates factory default setting)	Reference page
Custom Common settings, continued	COPY TRAY SETTING Selects the output bin for copies depending on whether the original is placed on the glass or in the optional ADF.	Glass copying: Face-down tray* / Face-up tray Feeder copying: Automatic* / Face-down tray	page 244
	HEAVY PAPER DRAWER Designates an input tray for heavy copy paper, when not using the stack bypass -105 g/m2 (28-lb bond).	Each paper tray: No setting*	page 246
	SET SYSTEM SETTINGS PASSWORD Sets the password for Administration Functions.	No setting*	page 248
	DEPT. ID MANAGEMENT Sets the Department ID and the password, and can be used to check department-by-department copy totals.	ON / OFF*	page 251
	INITIALIZE CUSTOM COMMON SETTINGS Returns the Custom Common settings to their factory default settings.	–	page 261

Administration Functions settings (continued)

	Menu items and their descriptions	Settings (* indicates factory default setting)	Reference page
Custom Copy settings	STANDARD KEY SETTINGS Store the keys that are frequently used as Standard Keys 1 and 2 and displayed in the Basic Features screen.	No setting* Allows you to select the Stored Mode Memory, Color Balance settings, or keys displayed in the Special Features screen.	page 262
	STANDARD SETTINGS Changes standard copy settings that are used after turning the power on or pressing the RESET key.	Store / Initialize	page 264
	INITIALIZE CUSTOM COPY SETTINGS Return the Custom Copy settings to factory settings.	–	page 261

Administration Functions settings (continued)

	Menu items and their descriptions	Settings (* indicates factory default setting)	Reference page
Timer settings	AUTO CLEAR TIME Sets the timer for the copy module to automatically return to the Basic Features screen after copies have been made.	0 (No setting) / 1 to 9 min. / 2 min.*	page 269
	AUTO ENERGY SAVER TIME Sets the amount of time before the copy module goes into Automatic Energy Saver mode.	0 (No setting) / 1, 2, 5, 10, 20, 30* min. / 1 to 8 hr.	page 271
	LOW-POWER MODE TIME Sets the amount of time before the copy module goes into Low-power mode.	1, 10, 20, 30, 40, 50 min. / 1 to 4 hr. / 1 hr.*	page 272
	AUTO POWER-OFF TIME Sets the timer for the copy module to be turned off.	0 (No setting) / 2, 5 min. / 1 to 24 hr. / 2hr.*	page 273

Administration Functions settings (continued)

	Menu items and their descriptions	Settings (* indicates factory default setting)	Reference page
Adjustment/ Cleaning	ZOOM FINE ADJUSTMENT Corrects a slight difference in size between the original and output copy images when the copy ratio is set to 100%.	0* / -1.0 to +1.0% (selectable in 0.1% increments) Adjustable independently in X (horizontal) or Y (vertical) directions.	page 274
	EXPOSURE RECALIBRATION Adjusts the copy exposure if copy images are slightly lighter or darker than the original.	1 to 5 / 3*	page 276
	AUTO GRADATION ADJUSTMENT Creates test pages for the copy module to perform Automatic Gradation Adjustment.	Cannot be set manually.	page 277
	FEEDER CLEANING Allows you to perform optional ADF cleaning if originals fed through the optional ADF appear dirty or if color originals do not feed smoothly.	–	page 281
Billing Meter	COUNTER CHECK Allows you to display a count of copies made.	–	page 284

Custom Common settings

Administration (Additional) Functions allows you change the factory default settings that effect the overall functionality of the copy module. These settings can be modified in the Custom Common settings menu. Items in this menu include:

- Audible tones
- Tray Eligibility for Automatic Paper Selection (APS)/Automatic Tray (Drawer) Switching (ADS)
- Black Text Automatic Exposure Adjustment priority
- Text/Photo Priority in Black mode
- Energy Saver Adjustment
- Inch Entry
- Copy Tray settings
- Heavy Paper Tray
- Set System Settings Password
- Department ID Management

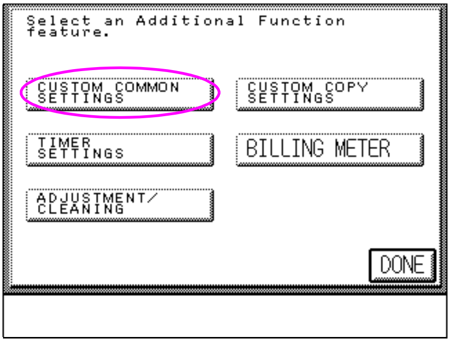
Audible tones

Setting this function in Administration (Additional) Functions allows you to control the sounds available for various actions performed at the copy module. There are three sounds that can be turned on or off.

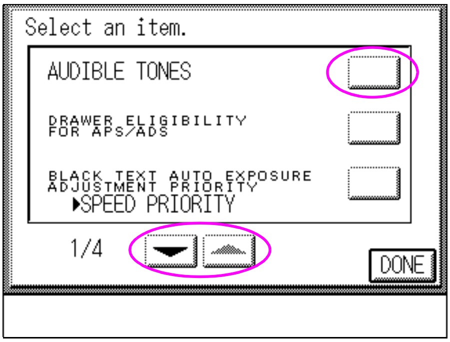
- **Entry tone** indicates that a key on the control panel or a button on the touch panel display has been pressed.
- **Error tone** indicates that a copy module malfunction has occurred, such as a media jam or operational error.
- **Job done tone** indicates that a copy job has been completed.

Note The factory default setting for all tones is ON.

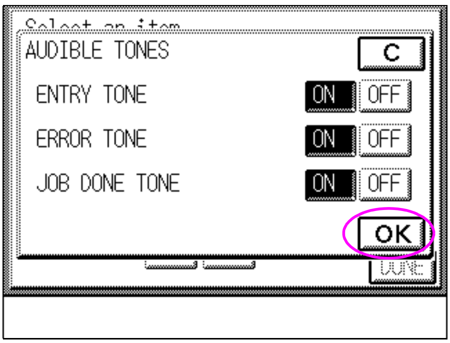
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To change the audible tone settings

1. Press the ADMINISTRATION FUNCTIONS ㊝ key, and select CUSTOM COMMON SETTINGS.
2. Press AUDIBLE TONES in the Custom Common Settings screen. Press the ▼ or ▲ keys to scroll through the menu items.
3. Select ON or OFF for ENTRY TONE, ERROR TONE, and JOB DONE TONE, and press OK.

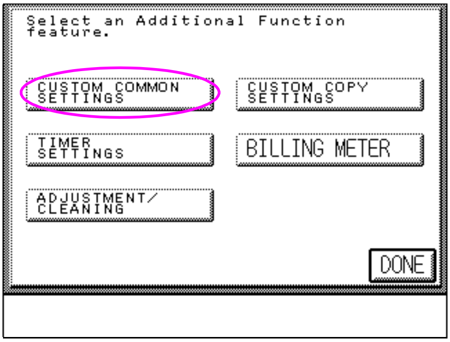
Tray Eligibility for APS/ADS

Use Tray Eligibility for Automatic Paper Selection (APS)/Automatic Tray (Drawer) Switching (ADS) to configure the copy module to recognize media type and size for each input tray. The copy module will pull the appropriate media size and type specified by the user even if the user does not specify which tray the copy module should use. When the copy module is configured to recognize the media type and size, two functions are enabled:

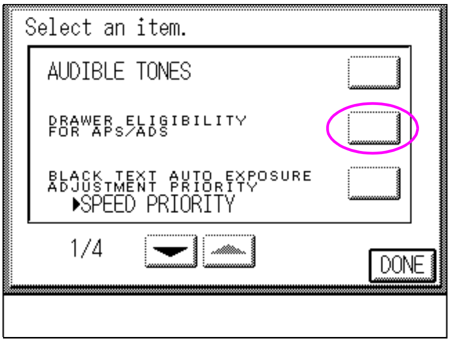
- Automatic Paper Selection (APS): The copy module automatically recognizes the appropriate media size (media tray) for the size of the original and the selected copy ratio.
- Automatic Tray Switching (ADS): If the selected media tray runs out of copy media during a continuous copying job, the copy module automatically selects another media tray loaded with the same media size and begins feeding copy media from that alternative tray.

Note The factory default setting for Tray Eligibility for APS/ADS is off for the stack bypass and on for all other input trays.

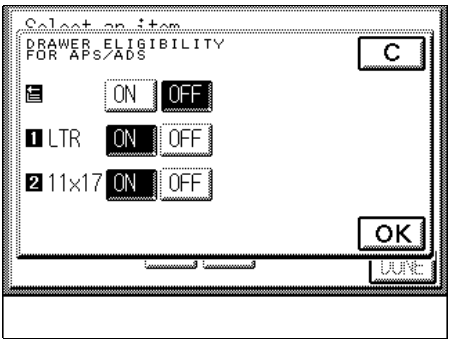
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To select tray eligibility

1 Press the ADMINISTRATION FUNCTIONS ㊋ key, and select CUSTOM COMMON SETTINGS.

2 Press DRAWER ELIGIBILITY FOR APS/ADS in the Custom Common Settings screen. Press ▼ or ▲ to scroll through the menu items.

3 Select ON or OFF for the stack bypass and each tray, then press OK.

ON: Makes the media tray eligible for APS/ADS.

OFF: Makes the media tray ineligible for APS/ADS.

Note

The screen that appears in the touch panel display varies depending on which optional accessories are attached.

Black Text Automatic Exposure Adjustment priority

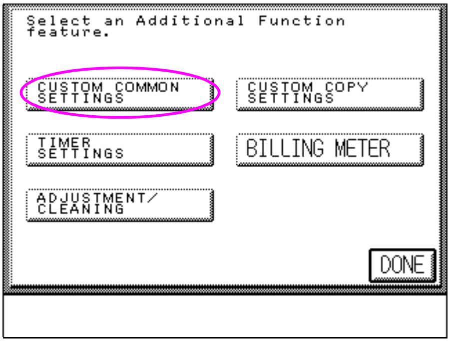
Use Black Text Automatic Exposure Adjustment to have the copy module automatically adjust the amount of exposure used when copying black text originals. The copy module will prescan black text originals. The copy module uses a prescanned image to determine the exposure (light/dark) settings of the copy to match the original.

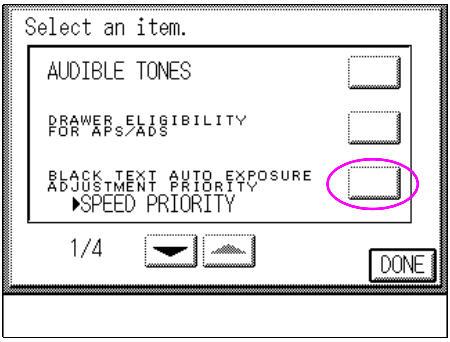
The values for Black Text Automatic Exposure Adjustment are:

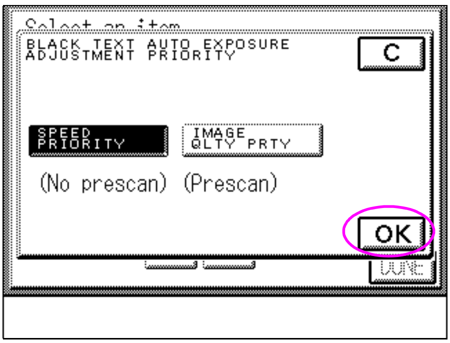
- Speed Priority
- Image Quality Priority

The Image Quality Priority setting in Black Text Automatic Exposure Adjustment means that the copy module will prescan your original, adjust the exposure accordingly, and make the copy. This will ensure that you are receiving high quality black text copies. Speed Priority eliminates some of the processes the copy module must perform in Image Quality Priority, because you will make exposure adjustments on the touch panel display.

Note The factory default setting for Black Text Automatic Exposure Adjustment is Speed Priority.

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To set Black Text Automatic Exposure Adjustment Priority

1 Press the ADMINISTRATION FUNCTIONS ㊉ key, and select CUSTOM COMMON SETTINGS.

2 Press BLACK TEXT AUTO EXPOSURE ADJUSTMENT PRIORITY in the Custom Common Settings screen. Press ▼ or ▲ to scroll through the menu items.

3 Select SPEED PRIORITY or IMAGE QLTY PRTY, then press OK.

Text/Photo Priority in Black mode

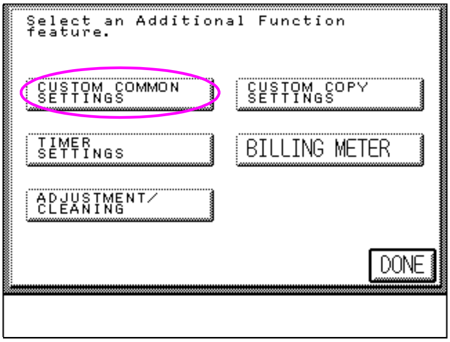
Use the Text/Photo Priority in Black mode to make high quality copies of the selected type of original. Adjust these settings to the type of black monochrome copies you make most often. This will ensure that the copy module will produce high quality copies for photo and text images. The settings for this mode are:

- Photo Priority setting: makes clear copies of original photo images
- Text Priority setting: makes clear copies of original text images

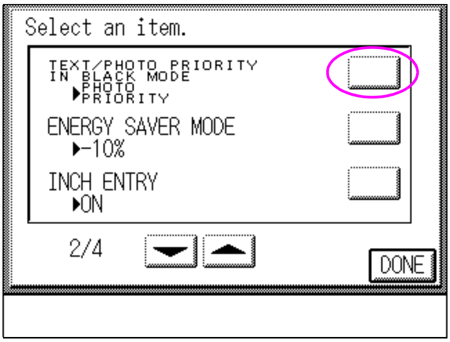
These settings adjust the exposure when copying either text or photo images. When Text Priority is selected to make copies in the Black Monochrome mode, the copy module will make copies of the original using Black Text copy job settings, even if Text/Photo/Map is selected from the copy module touch panel display.

Note The factory default setting for Text/Photo Priority in Black is Photo Priority.

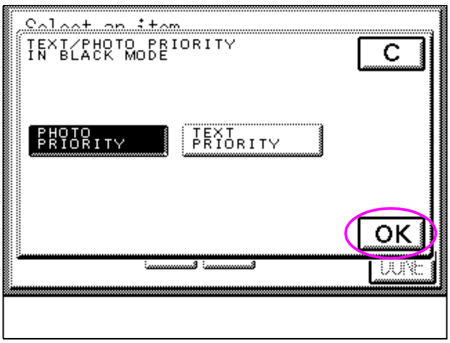
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To select the Text/Photo Priority in Black setting

1 Press the ADMINISTRATION FUNCTIONS ⊛ key, and select CUSTOM COMMON SETTINGS.

2 Press TEXT/PHOTO PRIORITY IN BLACK MODE in the Custom Common Settings screen. Press ▼ or ▲ to scroll through the menu items.

3 Select PHOTO PRIORITY OR TEXT PRIORITY, then press OK.

Energy Saver Adjustment

Use Energy Saver Adjustment feature to determine the energy-saving level for the Energy Saver mode. This mode can be adjusted to one of the following increments:

- Return Directly to Standard Mode
- – 10%
- – 25%
- – 50%

The -10%, -25%, and -50% settings save energy in the respective percentages when compared to the normal stand-by state. Return Directly To Standard Mode saves energy by approximately 2% when compared to the normal stand-by state.

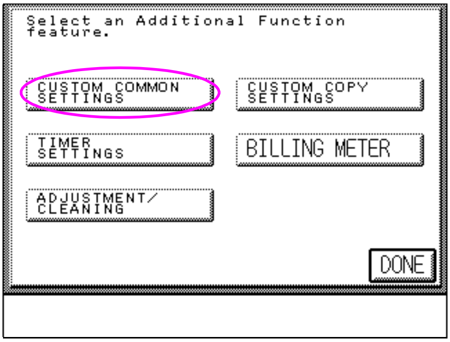
When the energy saving level is increased, it adds to the period of time required for the copy module to warm up and begin making copies. The waiting time for each setting is as follows:

- -10% setting: Approximately 2 min.
- -25% setting: Approximately 2 min.
- -50% setting: Approximately 3 min. 20 sec.

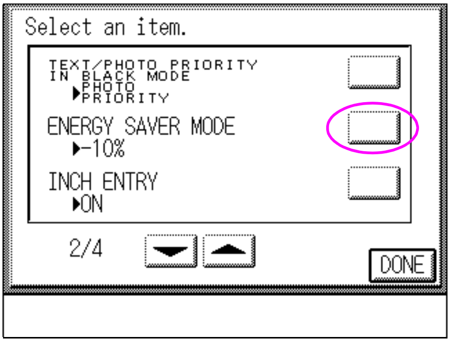
Note The system will not return to the READY state if a print job is sent to the system while in Energy Saver mode is enabled.

The factory default setting for Energy Saver Adjustment is -10%.

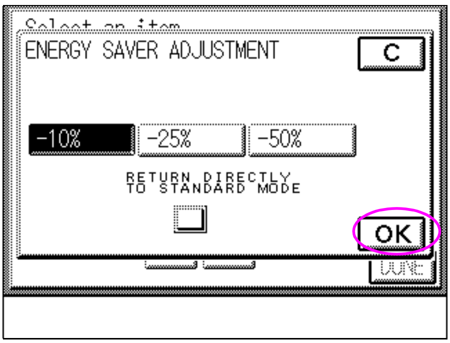
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To set Energy Saver Adjustment

1 Press the ADMINISTRATION FUNCTIONS ㊋ key, and select CUSTOM COMMON SETTINGS.

2 Press ENERGY SAVER MODE in the Custom Common Settings screen. Press ▼ or ▲ to scroll through the menu items.

3 Select -10%, -25%, -50%, or RETURN DIRECTLY TO STANDARD MODE, then press OK.

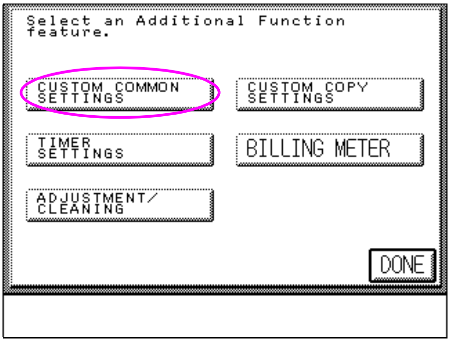
Inch Entry

The Inch Entry setting is used to switch the unit of measurement from inches to millimeters. This setting will affect how you enter the coordinates of a shift position, margin width, and other image shifting settings.

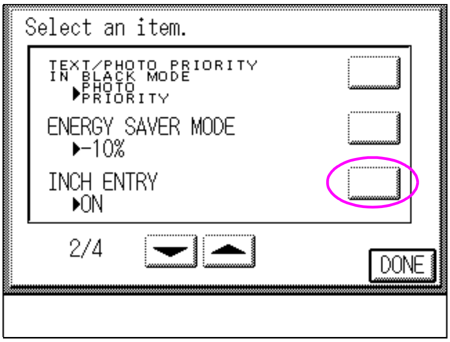
To have millimeters as your default unit of measure the Inch Entry setting must be turned off. To have inches as your default unit of measurement the Inch Entry setting must be turned on.

Note The factory default setting for Inch Entry is on.

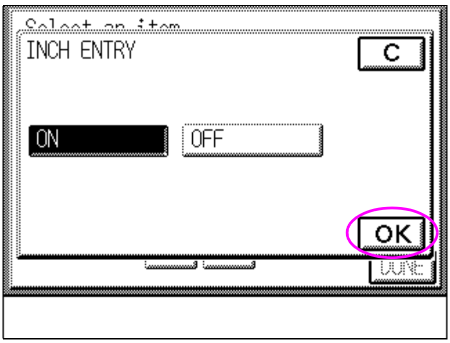
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To set Inch Entry

1 Press the ADMINISTRATION FUNCTIONS ㊎ key, and select CUSTOM COMMON SETTINGS.

2 Press INCH ENTRY in the Custom Common Settings screen. Press ▼ or ▲ to scroll through the menu items.

3 Select ON or OFF, then press OK.

Copy Tray setting

Use the Copy Tray settings to select the default output bin based on where the original is placed on the copy module (on the glass or in the optional ADF). The following settings can be used to configure the copy module for Copy Tray functions:

- Glass copying: face-down output bin or face-up tray
- Optional ADF copying: Automatic or face-down output bin

When copies are sent to the face-down output bin the copied pages remain in the order they were copied. When the face-up output tray is selected, the copied pages will be in reverse order. If you are using the optional ADF, and you have Automatic selected the copy module will automatically select between the face-down output bin and the face-up output tray depending on the selected copy job settings.

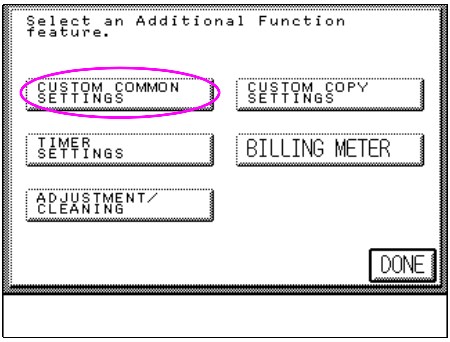
Note Make sure that copies on transparencies, glossy films or sheets of heavy copy paper are output to the face-up tray and remove them from the face-up tray immediately. Failure to do so may result in media jams.

You cannot use the following settings if you select Face-down tray when placing originals in the optional ADF:

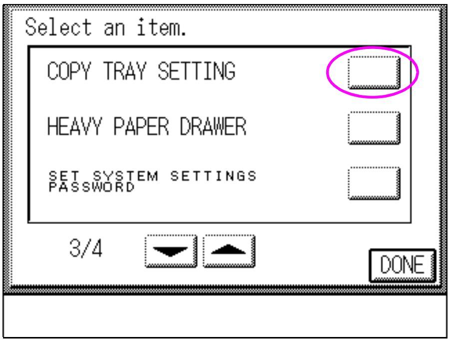
- 1→2 SIDED in the Two-sided mode
- 2 →1 SIDED in the Two-sided mode
- Two-sided in the Image Combination mode

Note The factory default setting for glass copying is the face-down output bin. The factory default setting for optional ADF copying is Automatic.

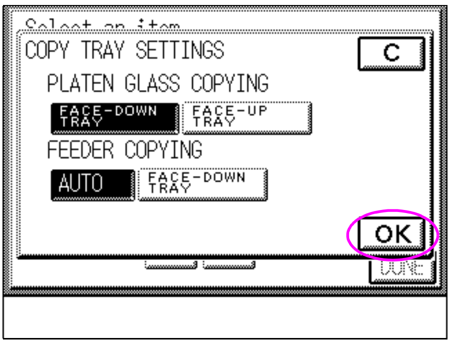
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To set the Copy Tray setting

1 Press the ADMINISTRATION FUNCTIONS ⊛ key, and select CUSTOM COMMON SETTINGS.

2 Press COPY TRAY SETTING in the Custom Common Settings screen. Press ▼ or ▲ to scroll through the menu items.

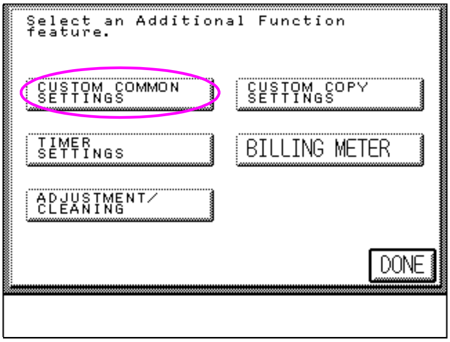
3 Select FACE-DOWN TRAY or FACE-UP TRAY for GLASS COPYING, or AUTO or FACE-DOWN TRAY for FEEDER COPYING, then press OK.

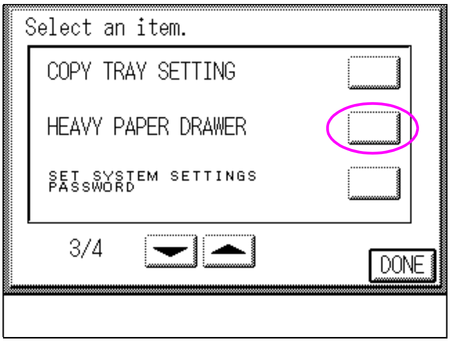
Heavy Paper tray

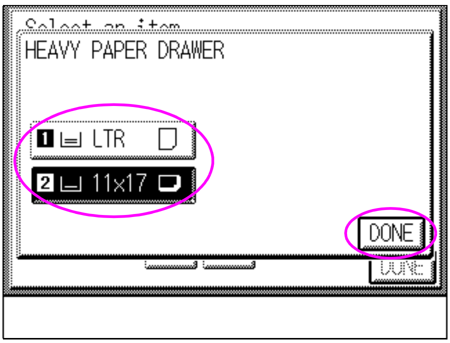
The Heavy Paper tray setting (displayed as Heavy Paper Drawer on the display panel) is used to designate the media tray that will be used for feeding heavy copy paper (105 g/m^2 [28-lb bond]). You can designate any of the media trays as the Heavy Paper tray.

Do not place media other than heavy paper with a weight of 105 g/m^2 (28-lb bond) in the media tray that has been designated the Heavy Paper tray.

Note There is no factory default setting for Heavy Paper tray.

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To set the Heavy Paper tray

Note

"Drawer" on the copy module display panel refers to a "Tray."

1. Press the ADMINISTRATION FUNCTIONS key, and select CUSTOM COMMON SETTINGS.
2. Press HEAVY PAPER DRAWER in the Custom Common Settings screen. Press ▼ or ▲ to scroll through the menu items.
3. Select the desired media tray, then press DONE.

Note

To cancel the Heavy Paper tray setting, press the media tray key (with the icon displayed) that has been designated as the heavy media tray. The icon disappears from the key, indicating that the setting has been canceled.

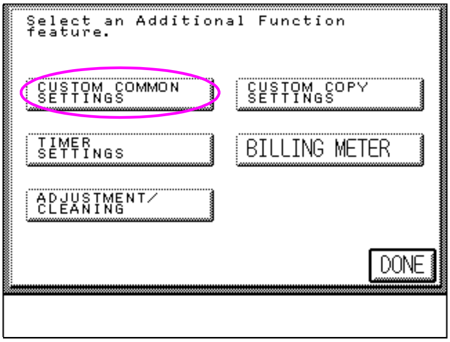
The screen that appears in the touch panel display varies depending on any optional accessories that are attached.

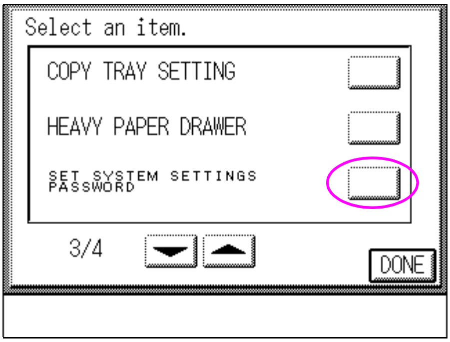
System Password

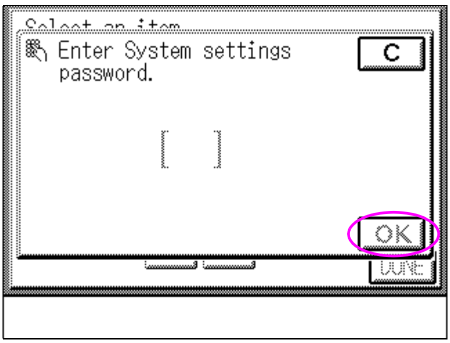
The System Password function allows a key operator or system administrator to set the password for the Administration (Additional) Functions settings. If a system setting password is assigned, restrictions can be placed on storing, changing, or erasing the following items:

- Department ID Management (Department ID and password)
- The system settings password

Note A password is not assigned for the factory default setting of System Password.

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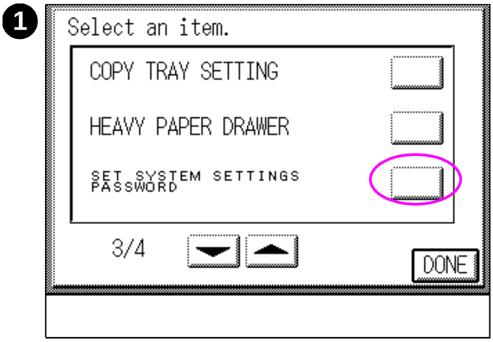
To set the system password

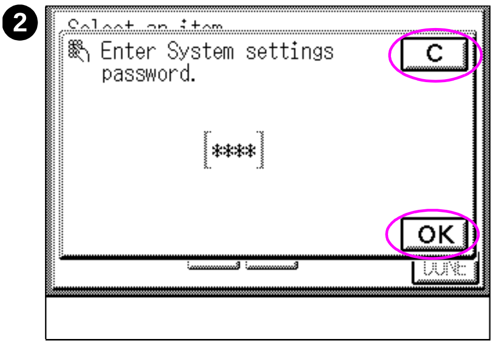
1 Press the ADMINISTRATION FUNCTIONS ⊛ key, and select CUSTOM COMMON SETTINGS.

2 Press SET SYSTEM SETTINGS PASSWORD in the Custom Common Settings screen. Press ▼ or ▲ keys to scroll through the menu items.

3 If a system settings password is assigned, this screen appears. Enter the password, then press OK.

4 Enter a four-digit number to be set as the system settings password, using the numeric keys, then press OK.





To erase the system password

1 Press SET SYSTEM SETTINGS PASSWORD in the Custom Common Settings screen.

2 Enter the system settings password, then press OK.

3 Press the C key, and then press OK.

Setting Department ID Management

The Department ID Management settings are used to assign a four-digit Department Identification (ID) number and/or a four-digit password to each department or section of an organization that is using the copy module. The two settings for Department ID Management are:

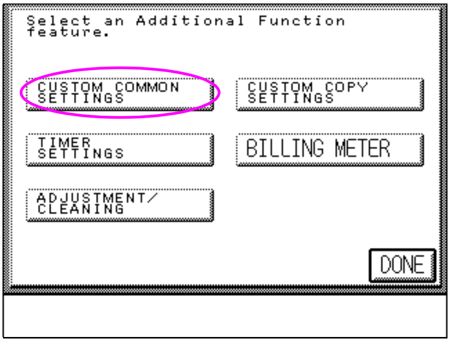
- On
- Off

When the copy module is configured so that the Department ID Management is enabled, the system will only process print or copy jobs when the Department ID number and/or password have been entered. You can assign up to 300 Department ID numbers and passwords. This function will also track the number of print or copy jobs are processed using a specific Department ID number. With the Department ID Management setting, the following operations can be performed:

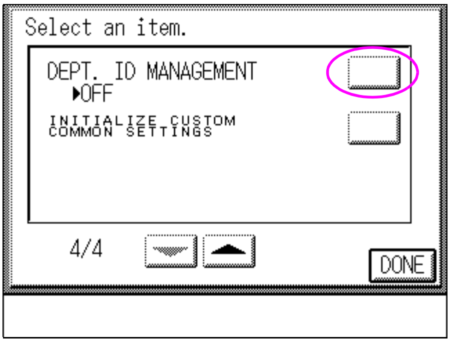
- setting whether or not to execute Department ID Management
- assigning/erasing the Department ID and the password
- checking/erasing copy totals for all departments

Note The default factory setting for Department ID Management is OFF.

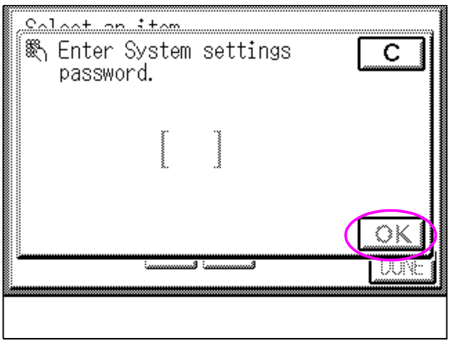
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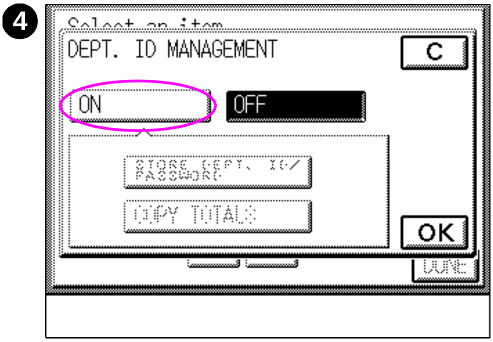


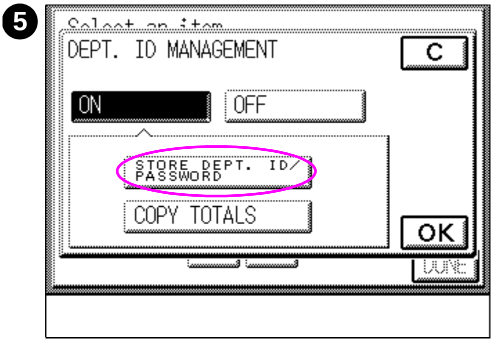
3

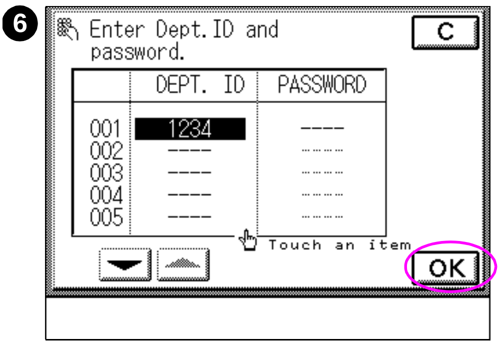


To set the Department ID management

1. Press the ADMINISTRATION FUNCTIONS key, and select CUSTOM COMMON SETTINGS.
2. Press DEPT. ID MANAGEMENT in the Custom Common Settings screen. Press ▼ or ▲ keys to scroll through the menu items.
3. If a System settings password is assigned, this screen appears. Enter the password, then press OK.







4 Press ON.

ON: Starts Department ID management.

OFF: Disables Department ID management.

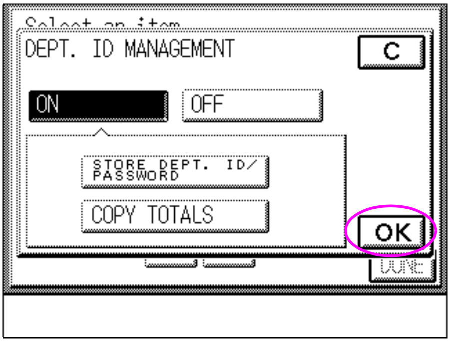
5 Press STORE DEPT.ID/PASSWORD.

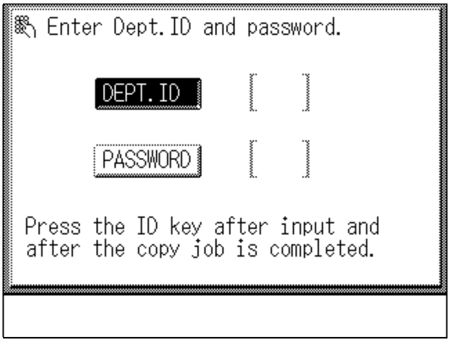
6 Assign a department a Department ID number, and enter the Department ID number using the numeric key pad on the copy module control panel. Press ▼ or ▲ to display each screen.To assign a password, select the department ID to which the password is to be assigned, then enter the password, using the numeric keys, and then press OK.

Note

Enter a four-digit number for Department ID numbers. You can assign a maximum of 300 Department ID numbers.

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Note
If you do not assign a password, you can make copies by entering the Department ID number only.

7 Press OK.

Note
If Department ID Management is set to ON, the Department ID and password entry screen will appear after turning the power on.

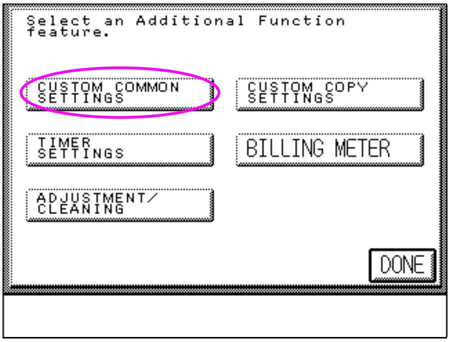
This screen will also appear after pressing ID to lock the copy module or after Automatic Clear Time has expired. For more information on Automatic Clear Time see page 269.

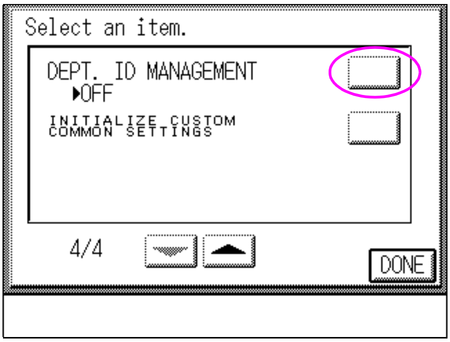
Erasing the Department ID and password

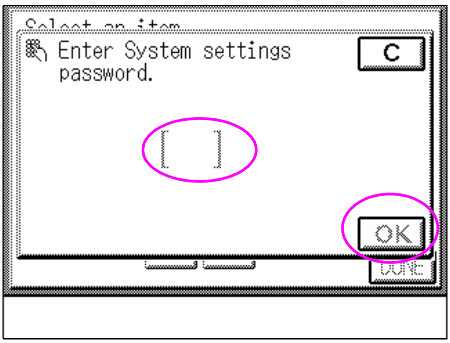
1 Press the ADMINISTRATION FUNCTIONS ⊛ key, and select CUSTOM COMMON SETTINGS.

2 Press DEPT. ID MANAGEMENT in the Custom Common Settings screen. Press ▼ or ▲ to display each screen.

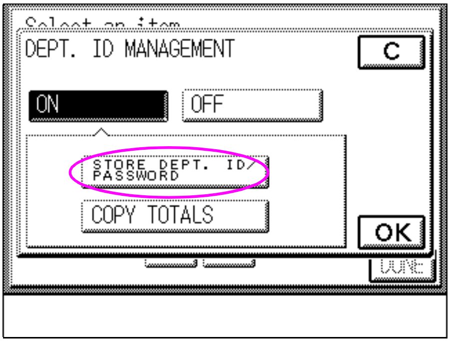
3 If a System settings password is assigned, this screen appears. Enter the password, then press OK.

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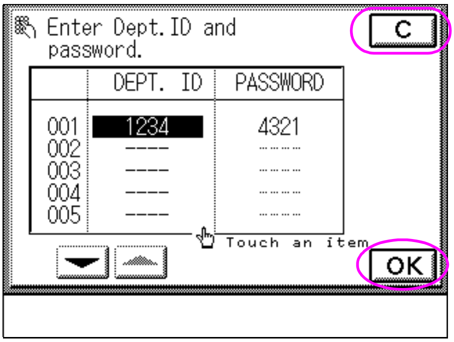
4 Press STORE DEPT. ID/PASSWORD.

5 Select the Department ID or the password that is to be erased, and then press C. Press ▼ or ▲ to display each screen. Press OK.

CAUTION

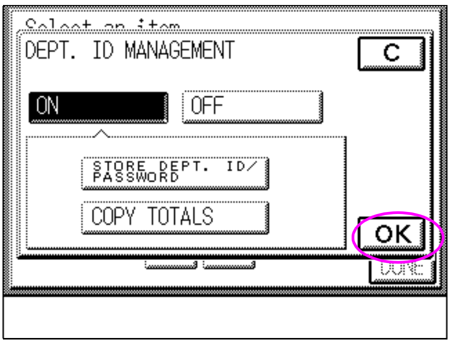
Erasing the Department ID also erases the password, and copy count assigned to that ID number.

5



6 Press OK.

6

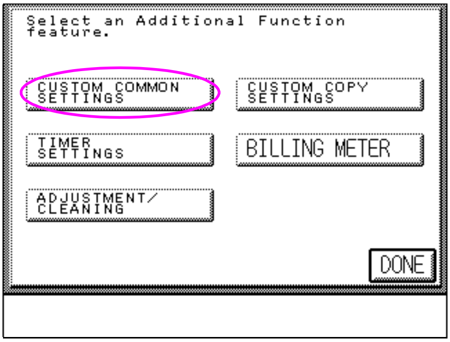


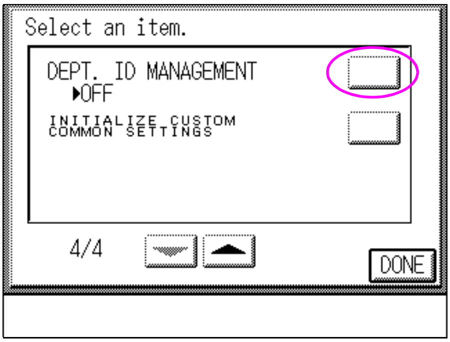
To check copy totals

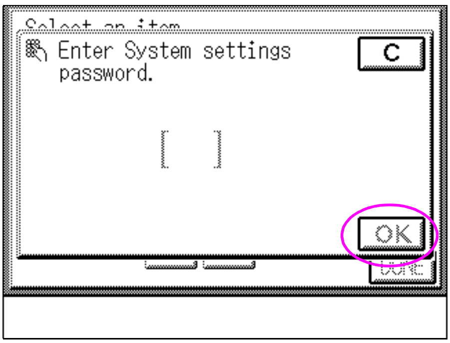
1 Press the ADMINISTRATION FUNCTIONS ㊟ key, and select CUSTOM COMMON SETTINGS.

2 Press DEPT. ID MANAGEMENT in the Custom Common Settings screen. Press ▼ or ▲ to display each screen.

3 If a System settings password is assigned, this screen appears. Enter the password, then press OK.

1


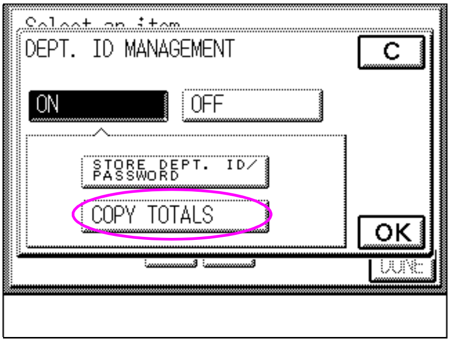
2


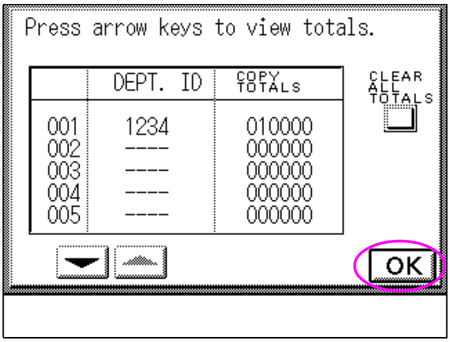
3


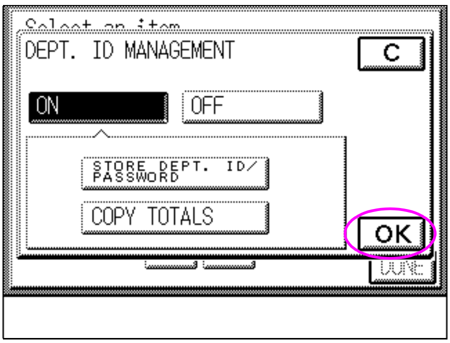
4 Press COPY TOTALS.

5 Check the copy totals by pressing ▼ or ▲ to scroll, then press OK.

6 Press OK.

4


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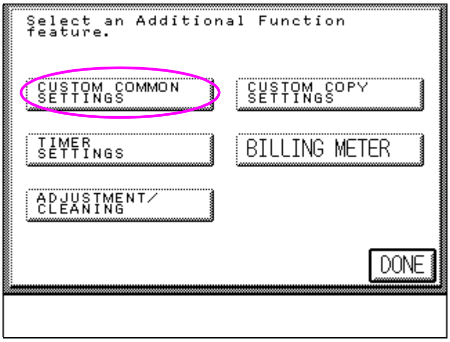
To erase copy totals

1 Press the ADMINISTRATION FUNCTIONS ㊟ key, and select CUSTOM COMMON SETTINGS.

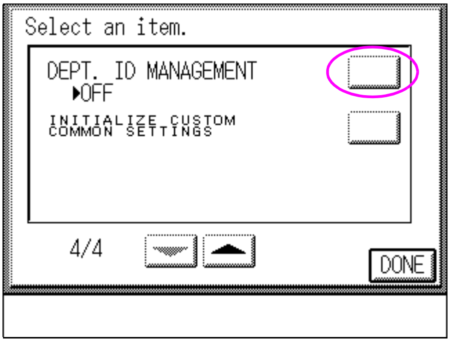
2 Press DEPT. ID MANAGEMENT in the Custom Common Settings screen. Press ▼ or ▲ to scroll through the menu items.

3 If a system settings password is assigned, this screen appears. Enter the password, then press OK.

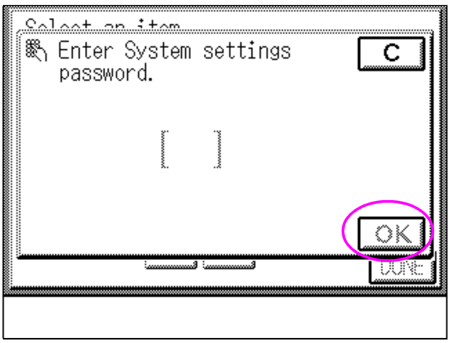
1

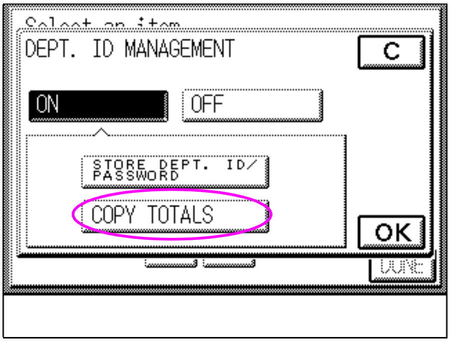


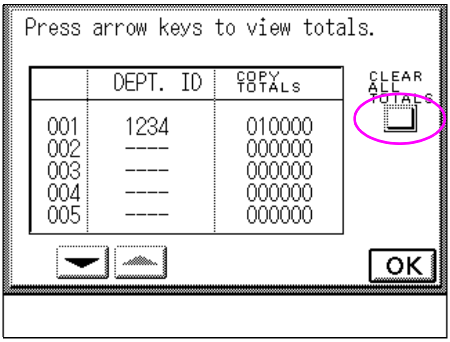
2

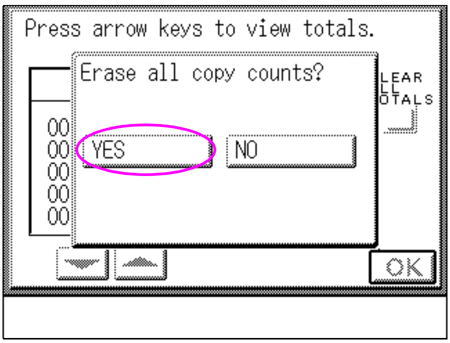


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4 Press COPY TOTALS.

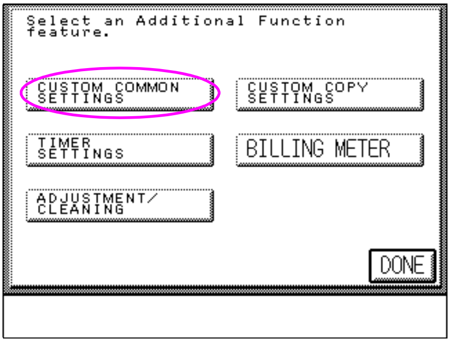
5 Press CLEAR ALL TOTALS.

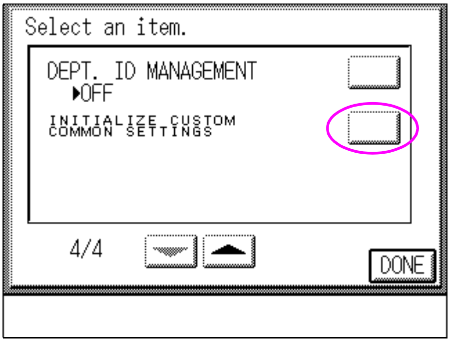
6 The ERASE ALL COPY COUNTS? message appears. Select YES. INITIALIZED appears in the touch panel display when YES is pressed. Press OK on all subsequent screens.

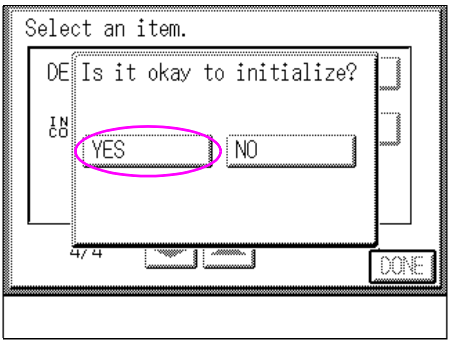
Note

To cancel erasing the copy totals, select NO.

Initialize Custom Common settings

1


2


3


Use this function to return the Custom Common settings to their factory default settings.

CAUTION
The Department ID and password settings and the system settings password cannot be initialized.

1. Press the ADMINISTRATION FUNCTIONS key, and select CUSTOM COMMON SETTINGS.
2. Press INITIALIZE CUSTOM COMMON SETTINGS in the Custom Common Settings screen. Press ▼ or ▲ to display each screen.
3. The IS IT OKAY TO INITIALIZE? message appears. Select YES.

   The INITIALIZED screen (not pictured) will be displayed for about 2 seconds.

Note
To cancel initializing, select NO.

Custom Copy settings

Administration (Additional) Functions allows you change the factory default settings that affect the copy job settings of the copy module. These settings can be modified in the Custom Copy settings menu. Items in this menu include:

- Standard Key settings
- Standard copy settings
- Initialize Custom Copy settings

Standard Key settings

Use this function to store frequently used features as Standard Key 1 and Standard Key 2. These keys will display on the Basic Features screen as shown below.

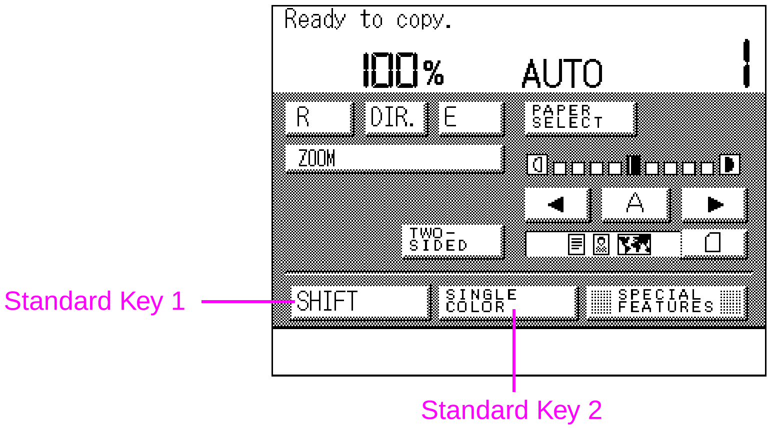
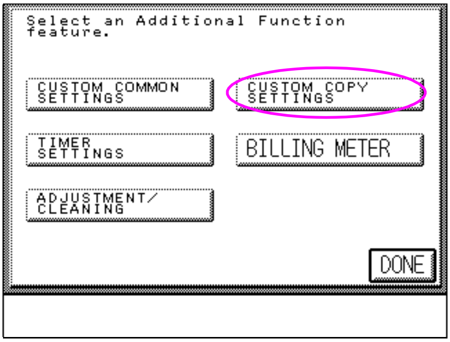


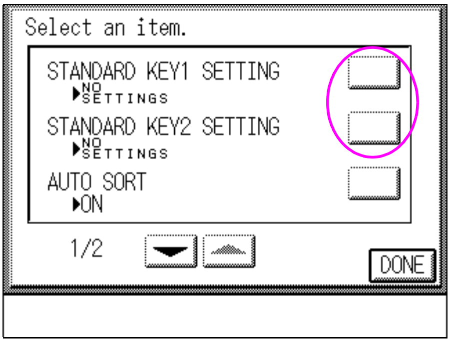
Figure 55 **Standard Key settings**

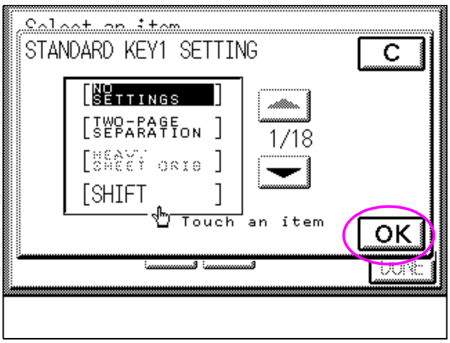
The following features can be stored as Standard Keys 1 and 2:

- keys in the Special Features screen
- stored copy jobs
- stored color balance settings

Note The are no Standard Key settings for the factory default setting of the copy module.

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To set a Standard Key

1 Press the ADMINISTRATION FUNCTIONS key, and select CUSTOM COPY SETTINGS.

2 Press STANDARD KEY 1 SETTING or STANDARD KEY 2 SETTING in the Custom Copy Settings screen. Press ▼ or ▲ to display each screen.

3 Select the desired mode to be registered, then press OK. Press ▼ or ▲ to display each screen.

Note

If there are any modes that have already been registered or modes that require additional options, the corresponding keys to these modes are indicated in gray in the touch panel display.

Changing Standard Settings

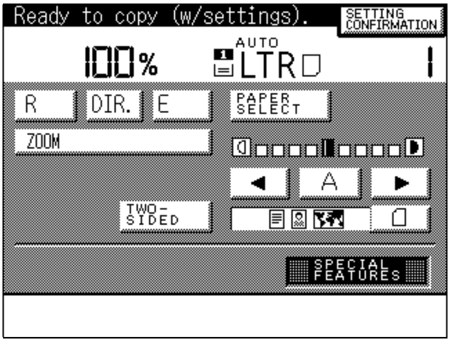
Standard Settings are combinations of preset copy job settings that the copy module returns to after the RESET key has been pressed. The Standard Settings function in Administration (Additional) Functions allows you to configure these settings for the copy module. The following standard settings can be changed using Standard Settings in Administration (Additional) Functions:

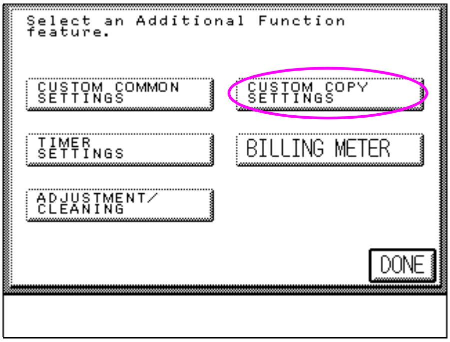
- copy quantity
- media selection
- copy exposure
- type of original

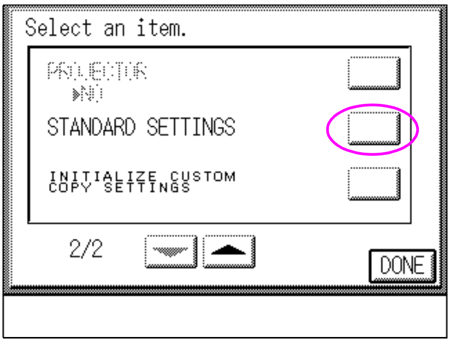
If you wish to return the standard copy settings of the copy module to their factory default settings, you can do so using the Standard Settings function in Administration (Additional) Functions. By using the Initializing feature of Standard Settings, the factory default values are restored.

Note The factory default settings for the Standard Settings are as follows:

- Copy quantity: 1
- Copy paper selection: Automatic Paper Selection
- Copy exposure: Manual Exposure Control
- Original type: Text/Photo/Map

1


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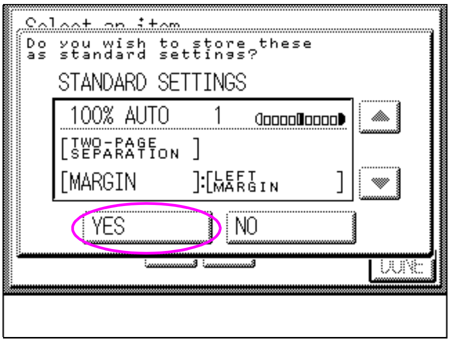
To change Standard settings

1 Select the desired copy setting to program in Standard Settings.

2 Press the ADMINISTRATION FUNCTIONS key, then select CUSTOM COPY SETTINGS.

3 Press STANDARD SETTINGS in the Custom Copy Settings screen. Press ▼ or ▲ to display each screen.

4 

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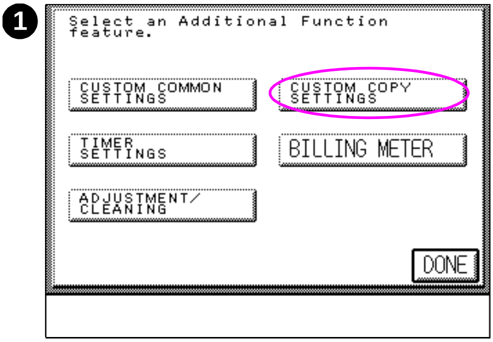
4 Press STORE.

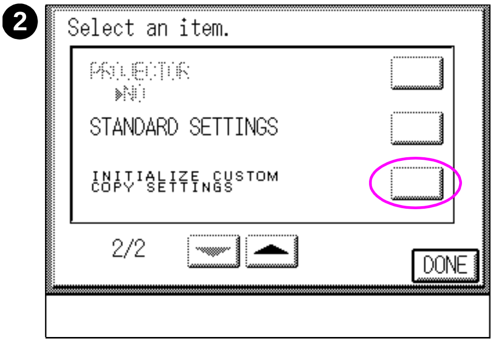
5 The DO YOU WISH TO STORE THESE AS STANDARD SETTINGS? message appears. Select YES.

If there are multiple screens, use ▼ or ▲ to display each screen. STORED appears in the touch panel display when YES is pressed.

Note

To cancel storing, select NO.





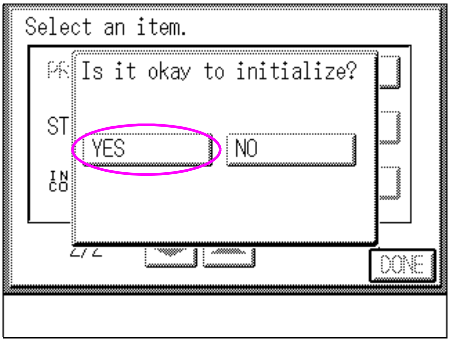
To initialize Custom Settings

Use this function to restore changed custom copy settings to their factory settings.

1 Press the ADMINISTRATION FUNCTIONS key, and select CUSTOM COPY SETTINGS.

2 Press INITIALIZE CUSTOM COPY SETTINGS in the Custom Copy Settings screen. Press ▼ or ▲ to display each screen.

3



3 IS IT OKAY TO INITIALIZE? appears. Select YES.

The INITIALIZED screen (not shown) is displayed for about two seconds.

Note
To cancel initializing, select NO.

Timer settings

Administration (Additional) Functions allows you change the factory default settings that affect the energy saving and timer functions of the copy module. These settings can be modified in the Timer settings menu. Items in this menu include:

- Automatic Clear Time
- Automatic Energy Saver Time
- Low-power Mode Time
- Automatic Power-off Time

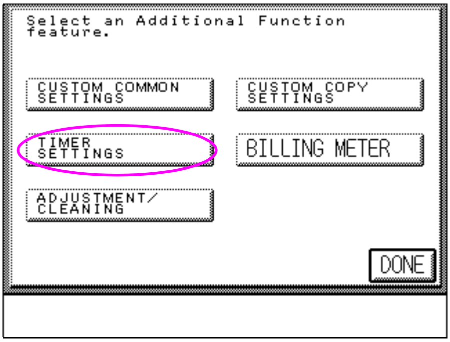
Note The system will not return to the READY state when a print job is sent while an energy-saving mode is enabled.

Automatic Clear Time

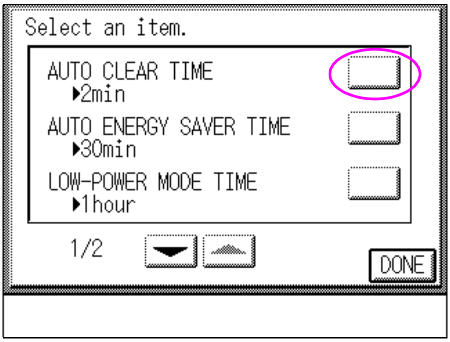
The Automatic Clear Time setting allows you to set the copy module to automatically return to Standard mode if the copy module is not operated for a certain period of time. You can set Automatic Clear Time from 0 to 9 minutes, in 1 minute increments.

Note The factory setting is set to 2 minutes.

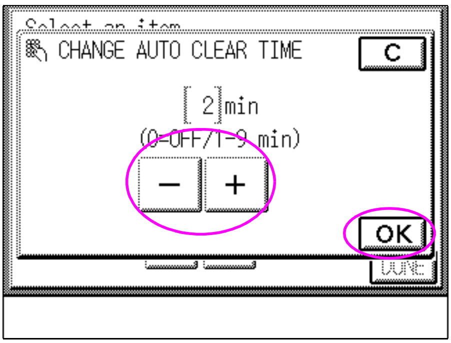
1



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To change Automatic Clear Time settings

1 Press the ADMINISTRATION FUNCTIONS key, and select TIMER SETTINGS.

2 Press AUTO CLEAR TIME in the Timer Settings screen 1/2. Press ▼ or ▲ to display each screen.

3 Set the timer, using - or +, then press OK.

Note

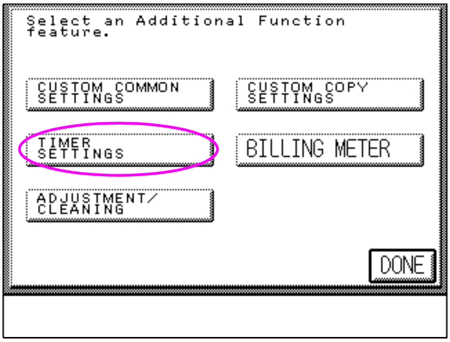
If you set Automatic Clear Time to 0 minutes, the function is turned off.

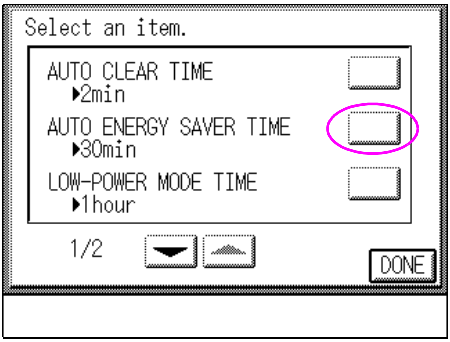
Set Automatic Clear Time from 1 to 9 minutes, in one-minute increments.

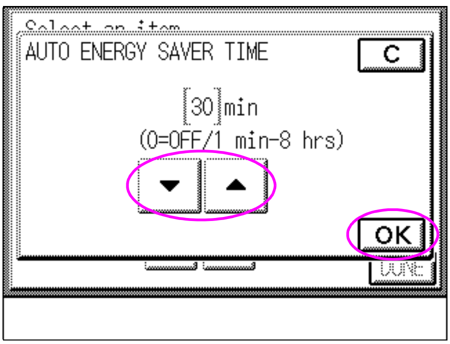
Automatic Energy Saver mode

Use the Automatic Energy Saver function to set the copy module to automatically switch to the Energy Saver mode if the system is not operated for a certain period of time. You can set Automatic Energy Saver mode from 0 minutes to 8 hours.

Note The factory setting is set to 30 minutes.

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To change Automatic Energy Saver settings

1 Press the ADMINISTRATION FUNCTIONS ㊟ key, and select TIMER SETTINGS.

2 Press AUTO ENERGY SAVER TIME in the Timer Settings screen. Press ▼ or ▲ to display each screen.

3 Set the timer, using ▼ or ▲ to scroll through the menu items., then press OK.

Note

If you set AUTO ENERGY SAVER TIME to 0 minutes, the function is turned off.

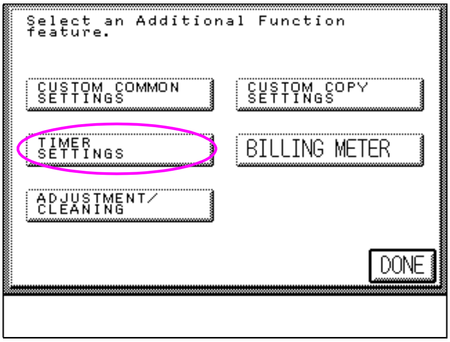
Set AUTO ENERGY SAVER TIME to 1, 2, 5, 10, 20, or 30 minutes, or from 1 to 8 hours in one-hour increments.

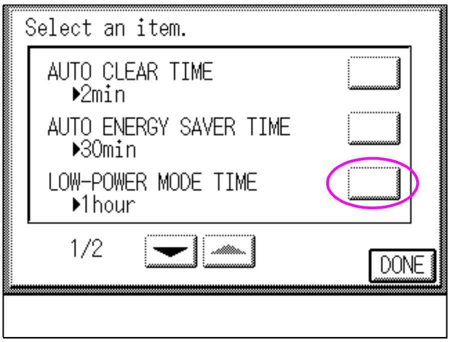
The system will not return to the READY state when a print job is sent while AUTO ENERGY SAVER TIME is enabled.

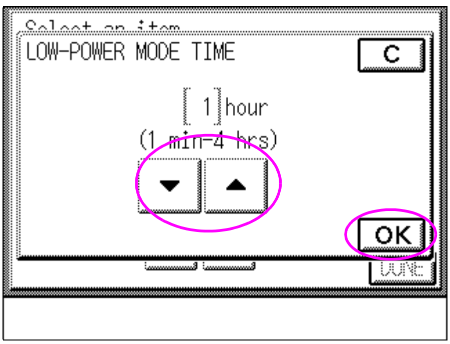
Low-power mode

Use the Low-power function to set the copy module to automatically switch to the Low-power mode if the copy module is not operated. You can set the Low-power mode time from 10 to 50 minutes, or from 1 to 4 hours.

Note The factory setting is set to 1 hour.

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To change Low-power mode settings

1 Press the ADMINISTRATION FUNCTIONS key, and select TIMER SETTINGS.

2 Press LOW-POWER MODE TIME in the Timer Settings screen. Press ▼ or ▲ to display each screen.

3 Set the timer, using ▼ or ▲, then press OK.

Note
Set Low-power mode from 10 to 50 minutes in 10 minute increments, or from 1 to 4 hours in 1 hour increments.

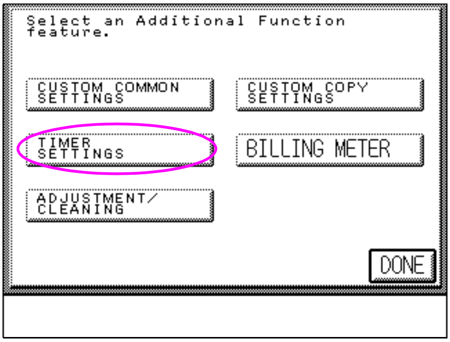
The system will not return to the READY state when a print job is sent while Low-power mode is enabled.

Automatic Power-off

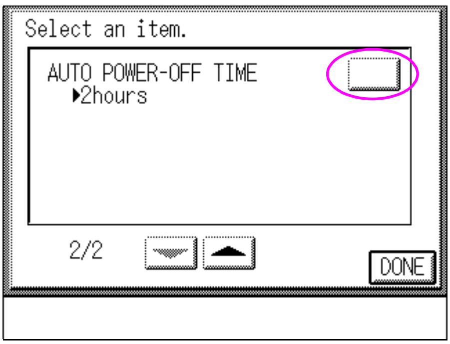
Use Automatic Power-off to automatically turn off the power button on the copy module control panel if the copy module is not operated. You can set Automatic Power-off time to 0, 2 or 5 minutes, or from 1 to 24 hours.

Note The factory setting is set to 2 hours.

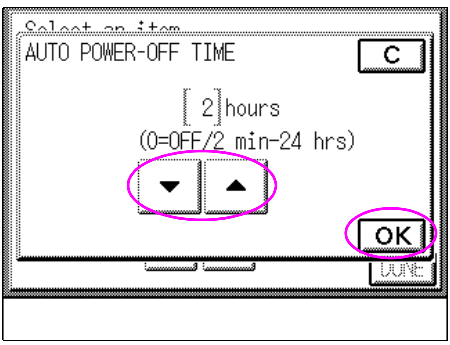
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To change Automatic Power-off settings

1 Press the ADMINISTRATION FUNCTIONS key, and select TIMER SETTINGS.

2 Press AUTO POWER-OFF TIME in the Timer Settings screen. Press ▼ or ▲ to display each screen.

3 Set the timer, using ▼ or ▲, then press OK.

Note

If you set Automatic Power-off to 0 minutes, this turns the function off.

Set Automatic Power-off to 2 or 5 minutes, or from 1 to 24 hours, in 1-hour increments.

Adjustment/cleaning

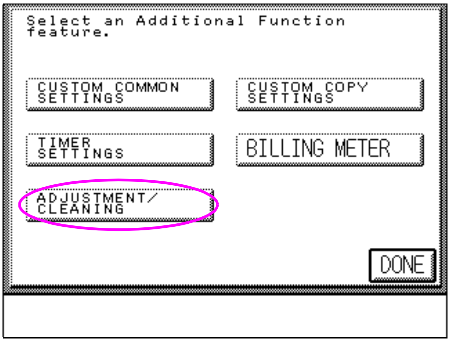
Administration (Additional) Functions allow you adjust and clean the components of the copy module. The Adjustment/Cleaning menu allows you to quickly and easily perform necessary adjustments and cleaning functions for the copy module. Items in this menu include:

- Zoom Fine Adjustment
- Exposure Recalibration
- Automatic Gradation Adjustment
- Optional Automatic Document Feeder Cleaning

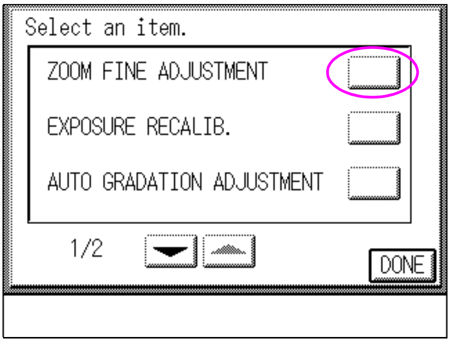
Zoom Fine Adjustment

Use Zoom Fine Adjustment to correct a slight difference in size occurring between the original and the output copy images when the copy ratio is set to 100%.

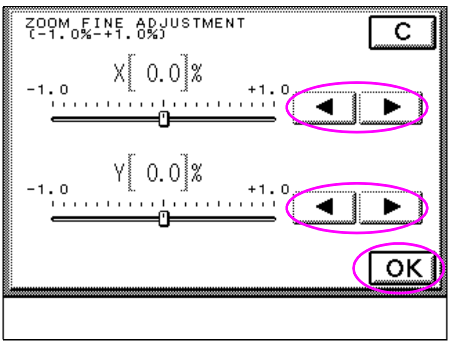
1



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To change the Zoom Fine Adjustment setting

1 Press the ADMINISTRATION FUNCTIONS ㊝ key, and select ADJUSTMENT/CLEANING.

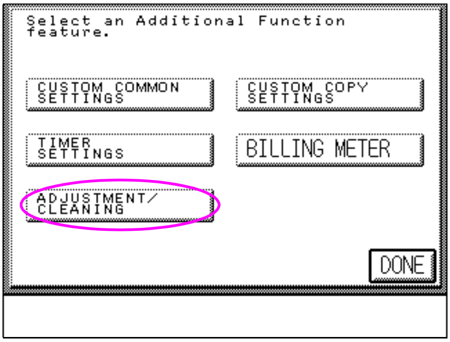
2 Press ZOOM FINE ADJUSTMENT in the Adjustment/Cleaning screen.

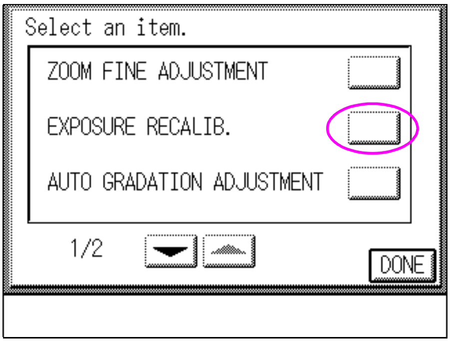
3 Make fine adjustments, using ▼ or ▲, then press OK.

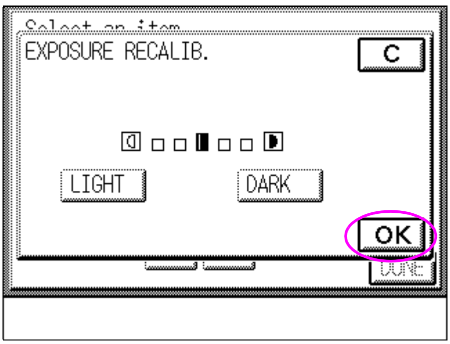
Note
Adjustments can be made individually in the X (horizontal) and Y (vertical) directions. You can perform adjustments in the range of ±1%, in 0.1% increments.

Exposure Recalibration

Use Exposure Recalibration to adjust the exposure of the copy. In instances when copy images are a little lighter or darker than the original, the copy exposure can be adjusted manually. This function adjusts the amount of exposure in the center of the copy module touch panel display exposure scale.

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To change the Exposure Recalibration settings

1 Press the ADMINISTRATION FUNCTIONS key, and select ADJUSTMENT/CLEANING.

2 Press EXPOSURE RECALIB. in the Adjustment/Cleaning screen 1/2.

3 Select LIGHT or DARK to recalibrate the copy exposure, then press OK.

Automatic Gradation Adjustment

A color copy module reproduces original images in full colors by making fine adjustments of the amount of toner used.

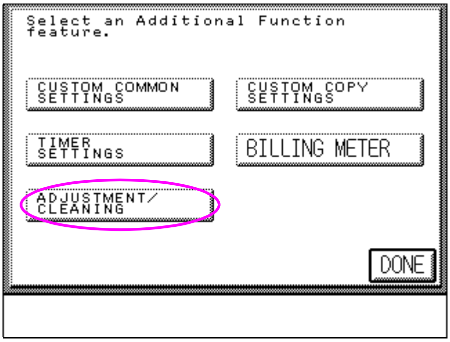
Incorrect adjustments and changes in copy exposure may result in poor reproduction of the colors of the original on the copy images. If you notice that the colors reproduced on copy images are slightly different from the original, perform Automatic Gradation Adjustment to improve the copy image quality.

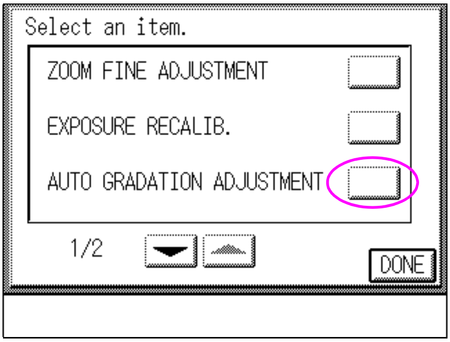
This function makes three test prints and scans them so that the copy module can perform Automatic Gradation Adjustment.

Note If you notice changes in the color exposure of copy images after the color toner cartridge has been replaced, perform Automatic Gradation Adjustment to improve the quality of the copy images.

Test prints are not counted as copies.

Only perform the Automatic Gradation Adjustment test after confirming that either Letter-, Ledger-, A4-, or A3-size media is placed in each media input tray.

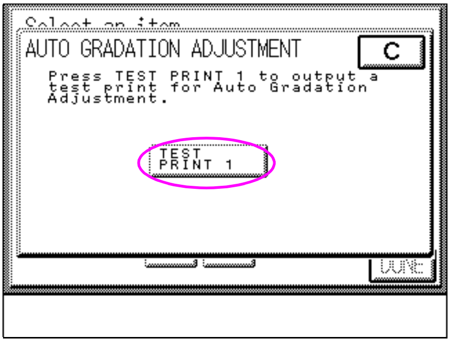


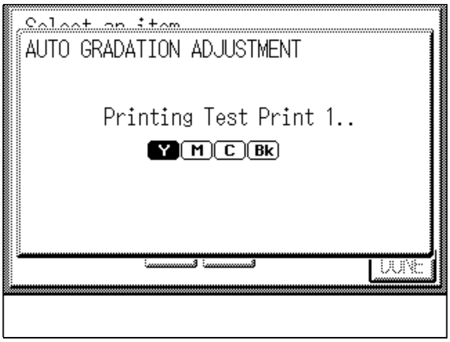


To change the Automatic Gradation Adjustment setting

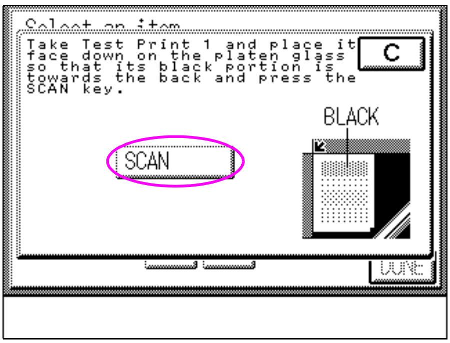
1. Press the ADMINISTRATION FUNCTIONS key, and select ADJUSTMENT/CLEANING.
2. Press AUTO GRADATION ADJUSTMENT in the Adjustment/Cleaning screen 1/2.

3





4

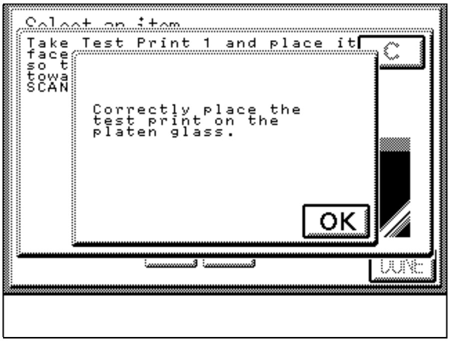


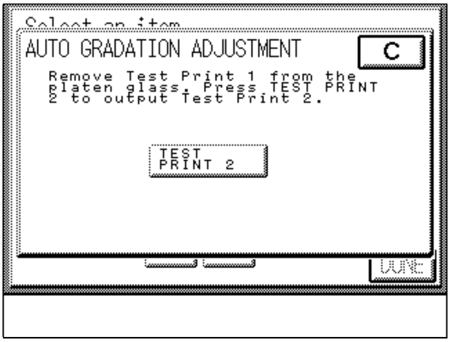
3 Press TEST PRINT 1.

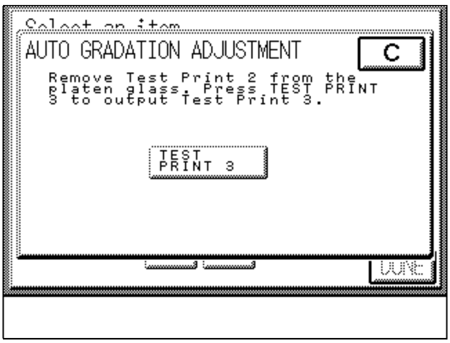
The message PRINTING TEST PRINT 1 appears on the copy module touch screen display.

4 Place the copy media obtained from test printing (TEST PRINT 1) on the glass, and the press SCAN. The SCANNING message (not shown) appears on the copy module touch panel display.

Note
Place Test Print 1 face-down with the black portion of the page aligned with the “arrow” mark in the upper left corner of the glass.

5


6


7


5 CORRECTLY PLACE THE TEST PRINT ON THE GLASS appears if the Test Print 1 is not placed properly. Place the test print correctly, then press OK.

6 After Test Print 1 has been scanned, remove it from the glass. Repeat steps 3 - 5 for Test Print 2.

7 Repeat steps 3 - 5 for Test Print 3.

When scanning of Test Print 3 is complete, SCAN IS COMPLETE (not shown) is displayed for approximately two seconds.

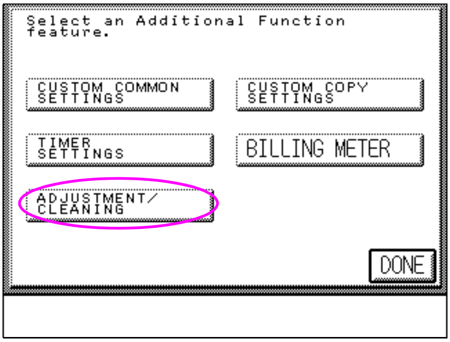
Cleaning the optional ADF

Use the Feeder Cleaning function for automatic cleaning of the optional ADF's feed rollers when they become stained. Black streaks may appear on the original when making copies using the optional ADF. If this happens, clean the rollers by feeding blank sheets of copy media through the rollers to wipe off any stains. Also, if color originals do not feed smoothly, clean the rollers.

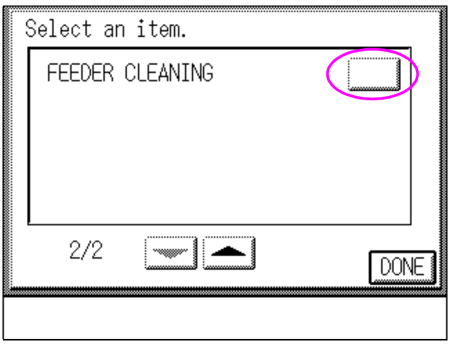
The optional ADF components can also be cleaned. For more information on how to clean the optional ADF, see page 300.

Note The cleaning process will take approximately 16 seconds.

1

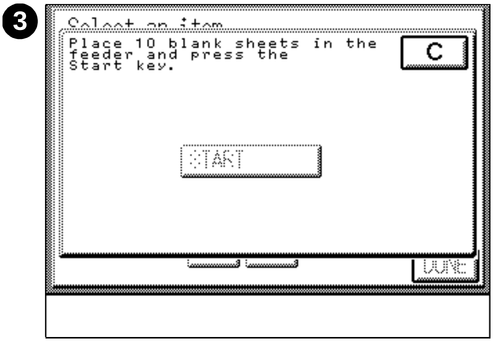


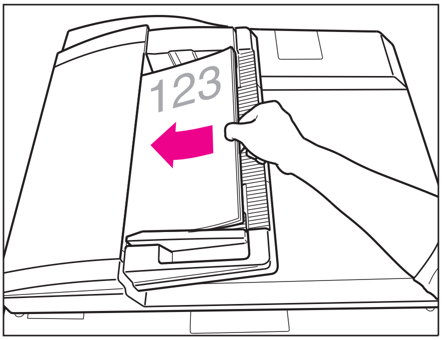
2



To clean the optional ADF

1. Press the ADMINISTRATION FUNCTIONS key, and select ADJUSTMENT/CLEANING.
2. Press FEEDER CLEANING in the Adjustment/Cleaning screen. Press ▼ or ▲ to display each screen.



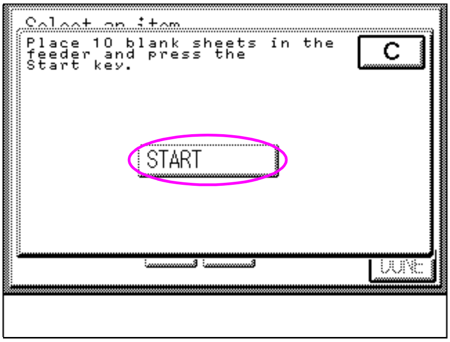


3 The message PLACE 10 BLANK SHEETS IN THE FEEDER AND PRESS THE START KEY appears.

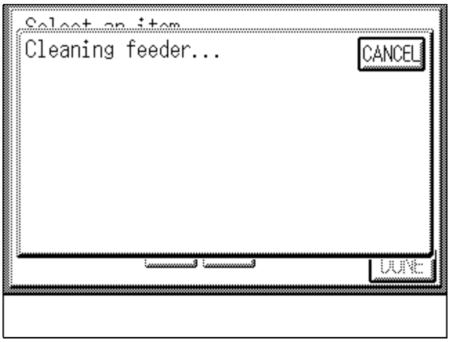
Note

Before placing the media in the optional ADF, bend the sheets to make sure they are well separated.

4



5



4 Press START.

5 The CLEANING FEEDER... message appears during optional ADF cleaning.

Note

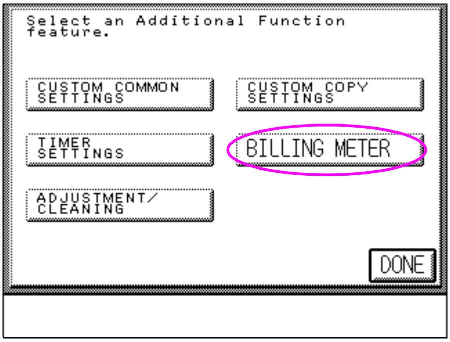
The blank sheets of copy media used for ADF cleaning will become marked, as the stains on the optional ADF media roller will be removed in the process.

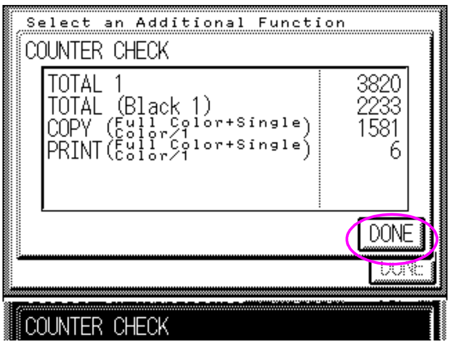
To stop ADF cleaning before completion, press CANCEL.

Counter Check

Use the Counter Check function to display the total count of copies made using different settings.

Note You can use this function to check the copy totals but cannot print out or erase the printing logs.

1


2


To view the Counter Check

1 Press the ADMINISTRATION FUNCTIONS key, and select BILLING METER.

2 The Counter Check screen appears. Press DONE to close the Counter Check screen.

9 Maintenance and troubleshooting

Overview

This chapter describes the procedures necessary to perform routine maintenance and troubleshooting procedures, including:

- Loading media
- Replacing toner cartridges
- Replacing the drum cartridge
- Clearing media jams
- Service-call message
- Self-diagnostic messages
- Routine cleaning

Note All sides of the system must be kept accessible for removing consumables and performing routine maintenance procedures.

For more information on installing and maintaining the consumables, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* or the installation guide that comes with each consumable.

Loading media

The first time you use the copy module, or whenever the message LOAD PAPER appears, load the appropriate copy media into the input trays and Tray 1 (stack bypass).

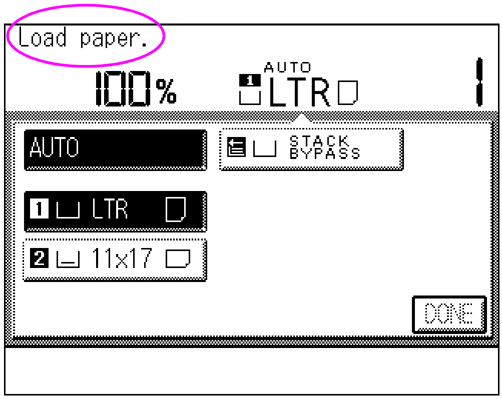


Figure 56 LOAD PAPER **message**

Note For more information on loading the media trays, media specifications, and configuring the media trays from the printer unit control panel, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide*.

Replacing toner cartridges

When a specific toner cartridge begins to run low, the ** (COLOR) TONER NEEDS TO BE REPLACED message appears on the copy module touch panel display. The copy module can continue making copies even when this message appears.

Note Gently rocking the toner cartridge back and forth several times and placing it back into its original position may cancel the toner message temporarily.

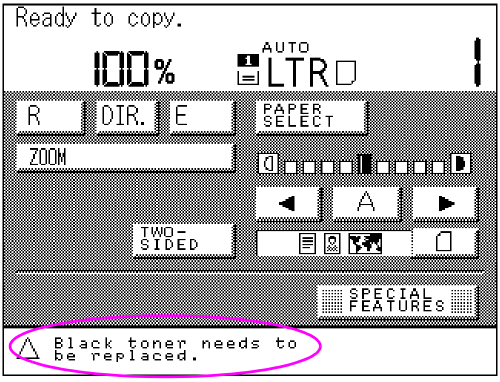


Figure 57 **Toner cartridge message -** ** (COLOR) TONER NEEDS TO BE REPLACED

When the REPLACE ** (COLOR) TONER message appears, copying is no longer possible. Replace the required toner color.

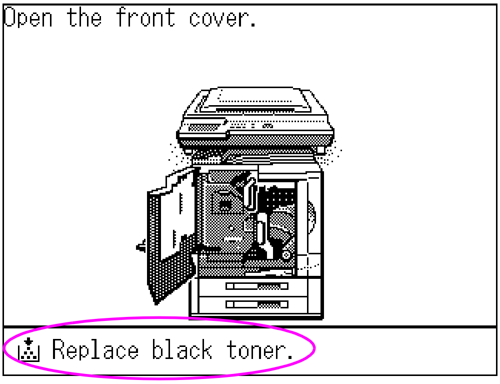


Figure 58 **Toner cartridge message - REPLACE ** (COLOR) TONER**

If you notice changes in the color exposure of copy images after a color toner cartridge has been replaced, perform Automatic Gradation Adjustment to improve the quality of the copy images. For more information, see “Automatic Gradation Adjustment” on page 277.

Replacing the drum cartridge

When the imaging drum needs to be replaced, the REPLACE THE DRUM CARTRIDGE message appears in the copy module touch panel display. The copy module is still able to produce copies with this message displayed. However, copy and print quality may begin to degrade. Hewlett-Packard recommends replacing the drum when the message appears.

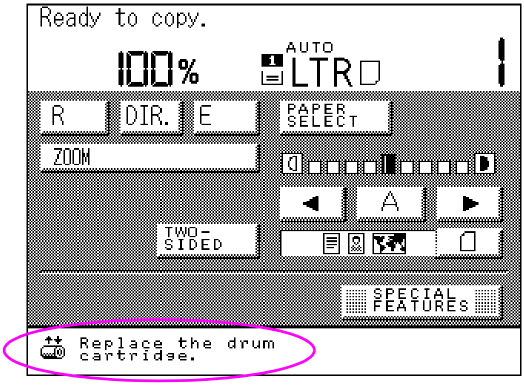


Figure 59 **Drum cartridge message - Basic Features screen**

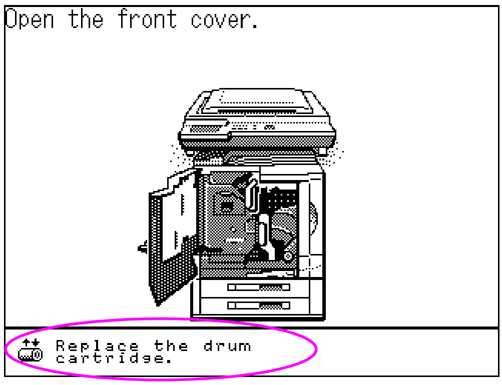


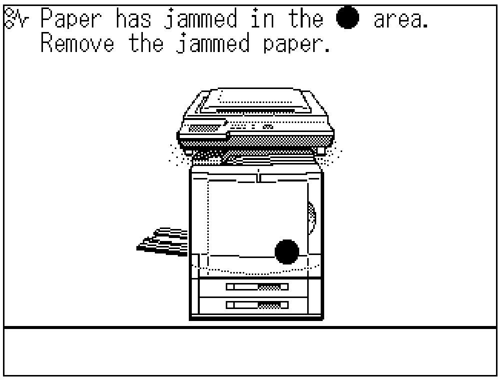
Figure 60 **Drum cartridge message - instructions**

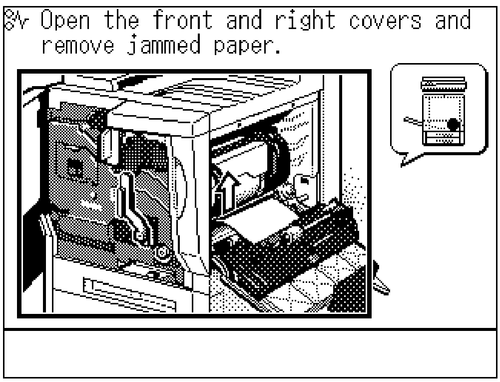
Clearing media jams

Messages when media jams occur

If a media jam occurs, the following message appears in the printer unit control panel display: PAPER HAS JAMMED IN THE ● AREA. REMOVE THE JAMMED PAPER.

The procedures screen below then appears on the copy module touch panel display. The procedures screen will describe how to clear media jams and will be displayed until the jammed media has been cleared. Follow the procedures described on the screen and in this guide to clear the jammed media.





Note

For more information on how to clear media jams see Chapter 3 in the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide*.

Media jam locations

The location of the media jam is indicated with the ● mark. The touch panel will display instructions on how to remove the media jam from the location indicated. The following illustration of the media jam locations screen varies depending on the optional accessories that are installed on the system.

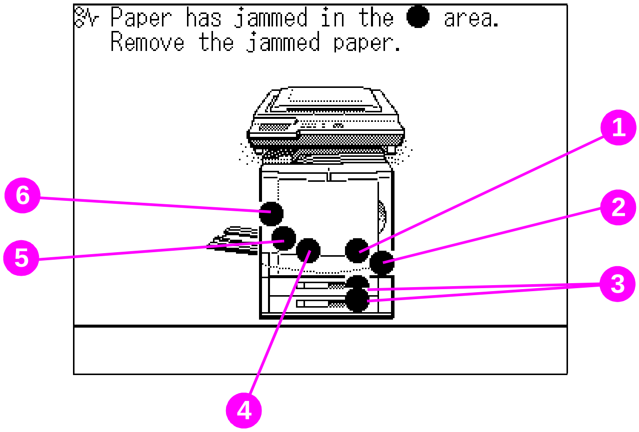


Figure 61 **Media jam locations screen**

1 Printer unit

2 Tray 1 (stack bypass)

3 Media trays

4 Duplexer

5 Face-up output tray

6 Face-down bin

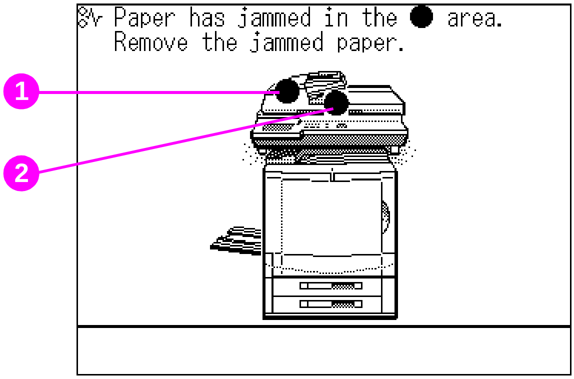


Figure 62 **Media jam locations screen with the optional ADF attached**

1 Inside feeder cover (see page 304)

2 Feeder original output tray (see page 308)

Service-call message

If the printer unit and the copy module are not connected properly, or a malfunction occurs and the copy module will not operate normally, a service message, like the one below, appears.

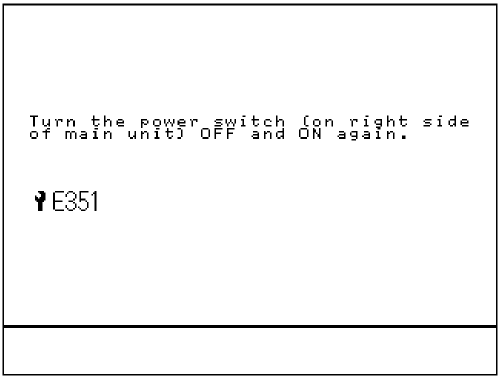
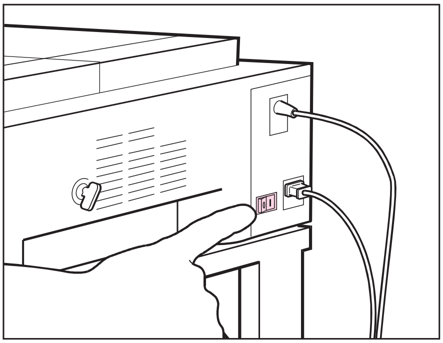


Figure 63 **Service-call message on the touch panel display**

Note The most common service-call message is E240, which means the copy module and the printer unit are not connected. Check that the relay cord is fastened securely in both the copy module and the printer unit.

Service-call message procedures

1


1 Turn the power switch on the right rear side of the copy module to the OFF position.

2 Check the connections between the printer unit and the copy module. Make sure that the cable between the copy module and the printer unit is firmly connected. (The cable will snap into position.)

3 Wait for 5 seconds, then turn the power switch back to the ON position.

4 Turn on the power button located on the front of the copy module.

5 If the copy module still does not operate properly after steps 1-4 have been performed, turn the power button on the copy module control panel OFF, turn the power switch on the right rear side of the copy module to the OFF position, and then unplug the power cord.

6 Contact your service representative.

WARNING! Do not insert or unplug the power plug with wet hands; this could result in electrical shock.

CAUTION Unplug the power cord using the appropriate end connector. Pulling on the power cord itself may expose or snap the core wire, or cause other damage to the power cord that could result in a fire or electrical shock.

Leave sufficient space around the power plug so that it can be unplugged easily in case of an emergency.

Self-diagnostic messages

If a self-diagnostic (error) message appears, refer to and follow the instructions in the touch panel display and this guide.

Note If copies cannot be made when no warning message is displayed in the touch panel display, there may be an error in the printer unit. Follow the instructions described in the printer unit control panel display.

Self-diagnostic (error) messages

Message/cause	Remedy
PAPER HAS JAMMED IN THE ● AREA. REMOVE THE JAMMED PAPER. An original or copy media jam has occurred, halting any print or copy jobs.	See the location indicated by the ● symbol and follow the removal procedures described in the screen for instructions to clear the jammed media.
RETURN PG.1 TO THE TOP AND PRESS THE START KEY AGAIN. Copying was stopped due to a problem with the optional ADF.	Rearrange the originals in page order from the first page in the optional ADF, and then press the START key.
REPLACE THE DRUM CARTRIDGE. The drum cartridge is near the end of its life cycle.	Replace the drum kit.
SET THE DRUM CARTRIDGE. The imaging drum is not installed correctly.	Reinstall the imaging drum.
SET THE FUSER UNIT. The fuser unit is not installed correctly.	Reinstall the fuser unit.
SET THE INTERMEDIATE TRANSFER DRUM. The intermediate transfer drum is not installed correctly.	Reinstall the intermediate transfer drum.

Self-diagnostic (error) messages (continued)

Message/cause	Remedy
`** (COLOR) TONER NEEDS TO BE REPLACED.` There is a small amount of the toner remaining as indicated in the touch panel display.	Prepare the required toner cartridge indicated in the touch panel display.
`REPLACE ** (COLOR) TONER CARTRIDGE.` There is only a small amount of the toner remaining as indicated in the touch panel display, halting any print or copy jobs.	Replace the required toner cartridge indicated in the copy module touch panel display.
`LOAD PAPER.` The copy module has run out of media, halting any print or copy jobs.	Load media in one of the input trays. See “Loading media” on page 60.
`LOAD **-SIZE PAPER.` Copy media of the appropriate size and rotation is not placed in the selected media input tray.	Place copy media of the indicated size and rotation in the input tray. When the START key is pressed with this message displayed, copying will be performed on the displayed copy media size. See “Selecting the copy media size” on page 65.
`ADJUSTING...` `WAIT A MOMENT, THEN SET THE STACK BYPASS SIZE AGAIN` The copy module is presently making internal operational adjustments.	Remove the media placed in Tray 1 (stack bypass), wait 1 minute, and then replace the media in the tray. See “Loading media in Tray 1 (stack bypass)” on page 61.

Note For more information about control panel error messages, see Chapter 7 of the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide*.

Routine cleaning

Hewlett-Packard recommends cleaning the following items every week or every 10 days:

- the glass
- the copy module cover
- the feeding belt of the optional ADF

Cleaning guidelines

- When cleaning, press the power button located on the copy module control panel so that the system is OFF. Turn the power switch located on the right rear side of the copy module to the OFF position. After 30 minutes, unplug the power plug.
- Clean the parts using a firmly wrung-out cloth dampened with a mild cleansing detergent. Do not use alcohol, benzene, paint thinner, or other flammable substances.

WARNING! If flammable substances come into contact with the electrical parts inside the copy module, a fire or electrical shock may occur.

WARNING! Do not pour water or mild detergents directly over the copy module. Direct contact of either agent with electrical parts inside the copy module may result in a fire or electrical shock.

Cleaning the glass

Clean the copy module glass with a damp cloth or a mild detergent, and then wipe the surface with a dry cloth.

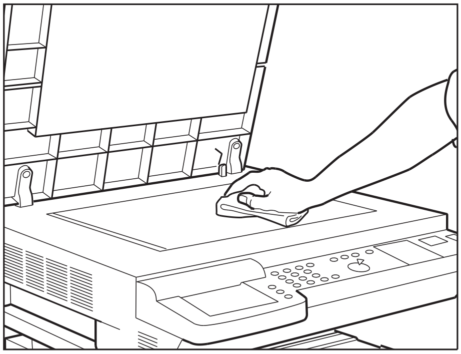


Figure 64 **Cleaning the copy module glass**

Cleaning the copy module cover

Clean the cover with a damp cloth or a mild detergent, and then wipe the surface with a dry cloth.

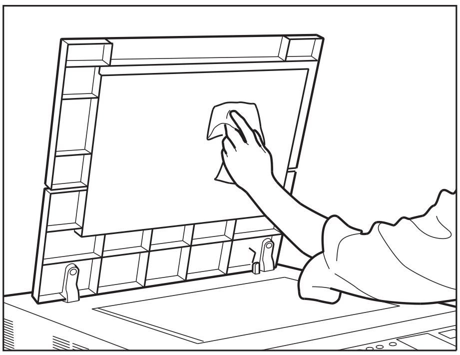


Figure 65 **Cleaning the cover**

CAUTION Be careful not to scratch the cover when cleaning it.

Cleaning the ADF feeding belt

Clean the feeding belt of the optional ADF with a damp cloth or a mild detergent. Rotate the feeding belt by hand to clean the entire belt, and then wipe the surface with a dry cloth.

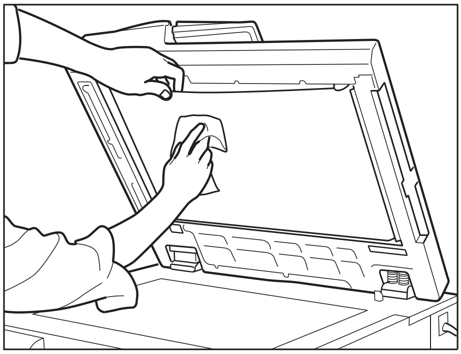


Figure 66 **Cleaning the feeding belt**

Note Black streaks may appear on your original when the feed rollers are stained. If this happens, clean the optional ADF or contact your authorized service provider.

For more information about cleaning the optional ADF, see page 281.

10 Optional Automatic Document Feeder (ADF)

Overview

This chapter describes various features and functions of the optional ADF, including:

- Operating the optional ADF
- Clearing media jams

Operating the optional ADF

When you place several sheets of originals in the input tray, they are automatically fed to the glass to be copied. Double-sided originals can be reversed automatically to make double-sided copies.

Avoiding media jams

The following types of originals cannot be used in the optional ADF:

- Originals with tears, large holes, or binding holes
- Severely curled originals or originals with sharp folds
- Paper clipped or stapled originals
- Highly transparent originals
- Other originals that may not feed smoothly

Always check the condition of originals that have been fed repeatedly through the optional ADF. When the same originals are used repeatedly to make copies, the originals may become folded or wrinkled and may not feed smoothly.

Note Media types that are not supported by the optional ADF still can be copied on the glass.

Basic parts of the optional ADF

The diagram below outlines the parts of the optional ADF.

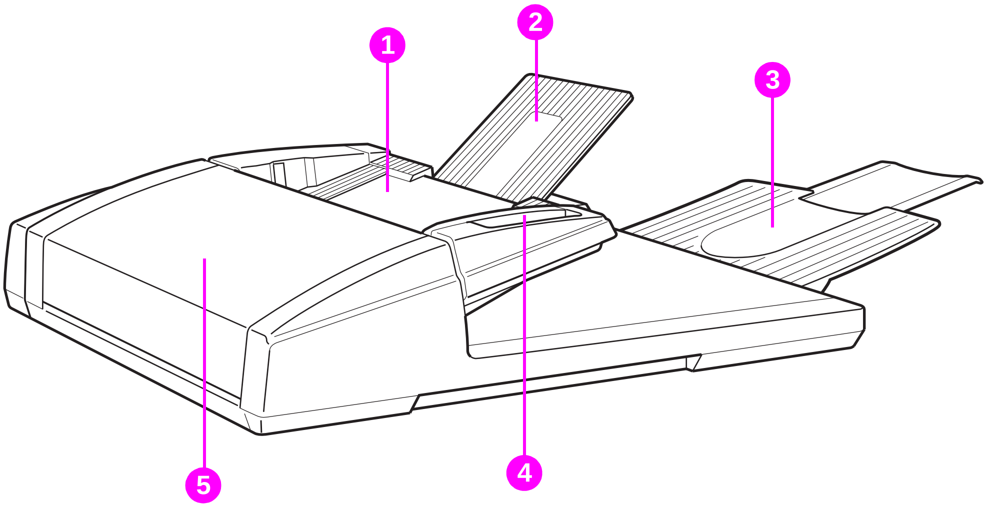


Figure 67 **Optional ADF parts**

1 **Input tray**: This tray feeds originals through the optional ADF.

2 **Tray extension**: The extension pulls out to support large-size originals of 11 by 17 in, Legal or A3, or to support rotated Letter or A4 originals (Letter-R or A4-R).

3 **Original output bin**: This bin collects the originals that have been fed through the optional ADF.

4 **Media-width guides**: These guides adjust the input tray to match the size of the originals being copied.

5 **ADF cover**: The cover opens to allow the removal of jammed media.

Clearing media jams

Media jams primarily occur in two areas when the optional ADF is used:

- in the input tray
- in the original output bin

The following sections detail how to remove media jams from both areas of the copy module.

Clearing media jams in the input tray

If a media jam occurs in the optional ADF, the OPEN THE FEEDER COVER AND REMOVE THE JAMMED PAPER message appears. See the removal procedures described on the screen for instructions. Follow the procedures on the next page to clear the jammed original.

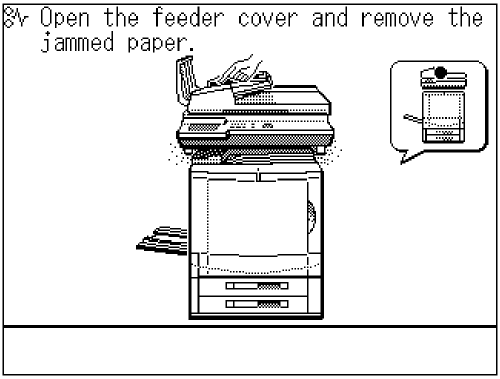
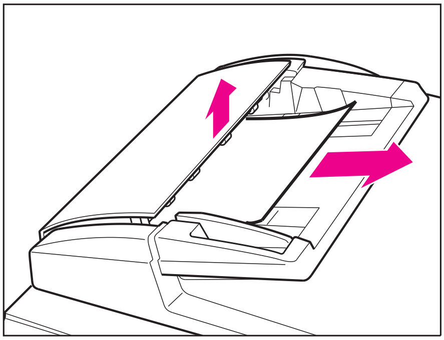
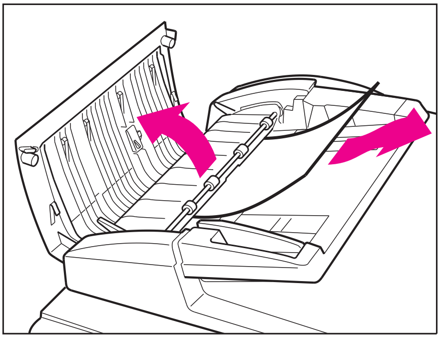


Figure 68 **Input tray media jam message**

1



2

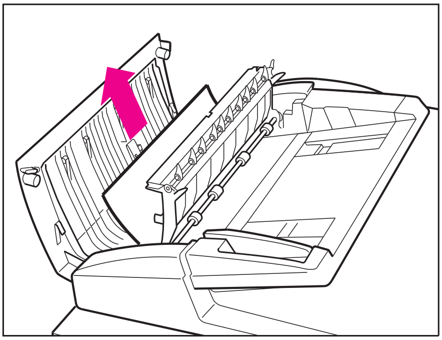


To remove media jams from the input tray

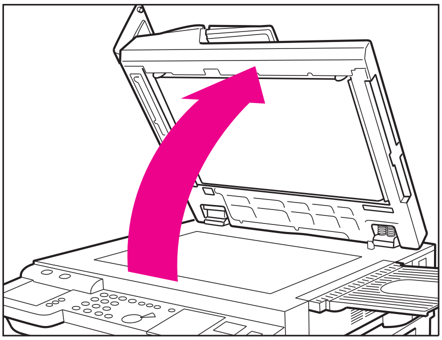
1 Slightly open the cover of the optional ADF. Remove the originals placed in the input tray.

2 Completely open the cover of the optional ADF, and then remove any jammed originals.

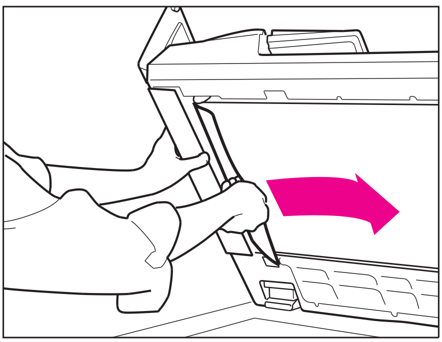
3



4



5

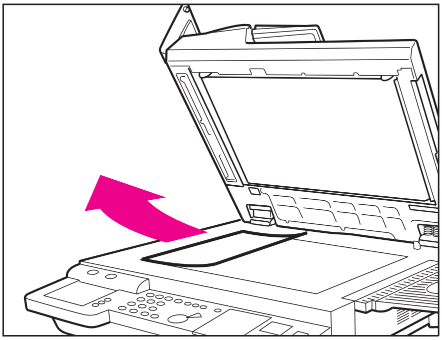


3 Open the inner cover, and remove the jammed originals. Close the inner cover after the jammed originals have been removed.

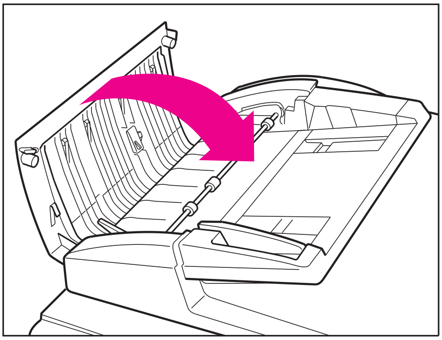
4 Lift the optional ADF.

5 Slightly open the cover on the left side of the optional ADF and remove the jammed originals.

6



7



6 Remove the originals from the glass and lower the optional ADF.

7 Close the cover of the optional ADF.

Clearing media jams in the original output bin

If a media jam occurs in the original output bin of the optional ADF, the following message appears:

PAPER HAS JAMMED IN ● AREA. REMOVE THE JAMMED PAPER.

See the removal procedures described on the screen for instructions. Follow the procedures on the next page to clear the jammed original.

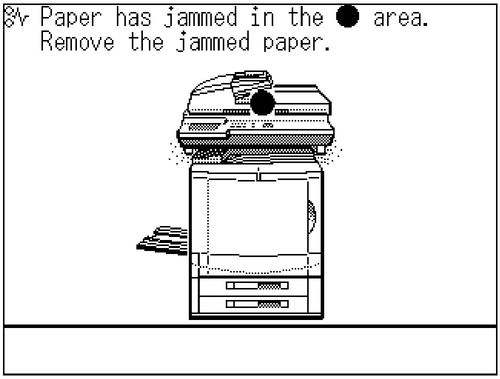
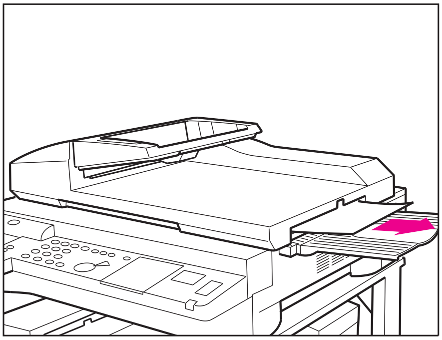
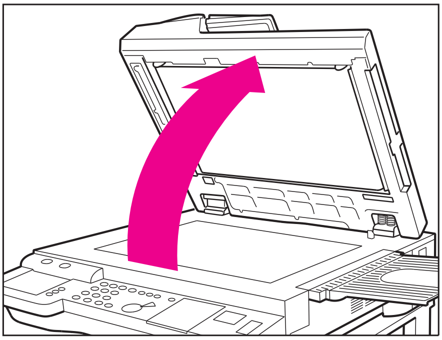


Figure 69 **Output bin media jam message**

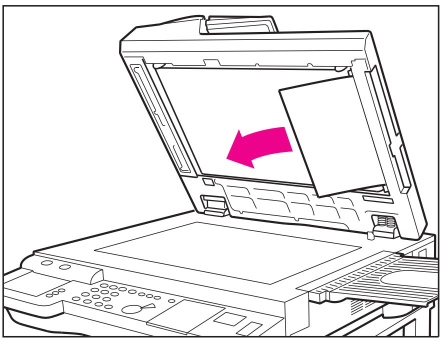
1



2



3



To remove media jams from the original output bin

1. When the jammed originals are sticking out of the optional ADF, pull them out in the direction of the arrow. When the jammed originals cannot be pulled out easily, proceed to step 2.
2. Lift the optional ADF.
3. Remove the jammed originals and lower the cover.

A Specifications

Electrical Specifications

Electrical Specifications

	110-Volt Models	**220-Volt Models**
Power Requirements	100-127 V (+/- 10%) 50/60 Hz (+/- 2 Hz)	220-240 V (+/- 10%) 50/60 Hz (+/- 2 Hz)
Power Consumption (typical) ● **During printing (black & white)** ● **During printing (color)** ● **During idle*** ● **During Power Save mode**	 750 W (average) 375 W (average) 190 W (average) < 45 W	 750 W (average) 375 W (average) 190 W (average) < 45 W
Minimum recommended circuit capacity for typical product	12.0 A at 120 V	

* When the printer unit is in standby (off) mode, a minimal amount of energy is still consumed. Energy consumption can be eliminated by disconnecting the printer unit power cord from the power source.

Operating environment specifications

Environmental specifications

Temperature ● Recommended ● Allowed	 20 to 26° C (68 to 79° F) 15 to 30° C (59 to 86° F)
Humidity ● Recommended ● Allowed	 20 to 50% RH 10 to 80% RH
Altitude Allowed	 0 to 10,000 ft (0 to 3,048 m)

Copy module specifications

Type:	Console
Glass:	Stationary
Photoconductive material:	OPC
Copying system:	Laser electrostatic transfer system
Developing system:	Toner projection system
Fixing system:	Heat roller system
Resolution:	600 dpi
Gradation:	256 patterns
Acceptable copy stock:	Paper tray: 60 to 105 g/m^2 (16 to 28-lb) bond Tray 1: 60 to 216 g/m^2 (16 to 58-lb) bond color paper, transparencies* (the HP brand is recommended), glossy films*, envelopes (COM10, Monarch, DL, ISO-B5, ISO-C5)* (*Copy stocks that need to be fed through Tray 1.)
Acceptable originals:	Sheets, books, and three-dimensional objects (up to 2 kg (4.4 lb))
Maximum original size:	11 by 17 in (A3)

Copy sizes:	Paper drawers: 11 by 17 in (A3) to Executive (A5)
Non-image areas:	Leading edge: 5 mm ±2 mm (1/4 to 1/8 in) Left and right side: 5 mm ±2 mm (1/16 to 3/16 in) Trailing edge: 5 mm ±2 mm (1/16 to 3/16 in)
Warm-up time:	When the power is turned ON: 6 min. 30 sec. or less Low power mode: 6 min. 30 sec. or less Energy save mode: 3 min. 20 sec. or less
First copy time:	Full Color mode: 34 sec. Black mode: 18 sec. (Letter; direct copying (100%) / Automatic Paper Selection / no prescan / left output tray selected)
Copy speed:	Full Color mode: Letter (A4); 6 cpm 11 by 17 in (A3); 3 cpm Black mode: Letter (A4); 24 cpm 11 by 17 in (A3); 12 cpm
Magnification:	Direct (100%): 1: 1.000 Reduction: 1: 0.250 1: 0.500 (11 by 17 in (A3)- Executive (A5)) 1: 0.640 (11 by 17 in (A3)- Letter (A4)) 1: 0.730 (11 by 17 in (A3)- Legal (A3)) 1: 0.780 (Legal (A3) - Letter (A4)) Enlargement: 1: 1.210 (Legal (A3) - 11 by 17 in (A3)) 1: 1.290 (Letter (A4) - 11 by 17 in (A3)) 1: 2.000 (Executive (A5) - 11 by 17 in (A3)) 1: 4.000 Zoom: 1: 0.250 1: 4.000

Paper feeding system:	2 trays (500 sheets x 2): 75 g/m^2 (20-lb) bond Tray 1 (100 sheets; stack approximately 3/8 in: 10< mm high): 75 g/m^2 (20-lb) bond
Multiple copies:	Max. 100
Power source:	120V, 60 Hz
Max. power consumption:	Less than 1.5 kW
Dimensions (Height by Width by Depth):	1,074 by 650 by 781 mm (42 1/4 by 25 5/8 by 30 3/4 in) Copy module only: 199 by 650 by 781 mm (7 7/8 by 25 5/8 by 30 3/4 in)
Installation Space (Width by Depth):	1,207 by 781 mm (47 1/2 by 30 3/4 in)
Weight:	Approximately 158 kg (348 lb) Copy module only (including the power plug, power relay cord, and the copy module cover): Approximately 39 kg (85.9 lb)

ADF specifications

You can avoid some media jams by staying within the specifications for the optional ADF. Exceeding the specifications listed below may lead to media jams.*

Originals:	Sheet originals (50 to 105 g/m^2 or 5 to 27-lb bond) Executive/A5- to 11 by 17 in/A3-size
Maximum power consumption:	170 W
Input tray capacity:	11 by 17 in/Legal/A3; Up to 25 sheets (75 g/m^2 or 20-lb bond) Letter/A4/Executive; Up to 50 sheets (75 g/m^2 or 20-lb bond)
Document processing speed:	24 cpm
Power source:	24 V (from the printer unit)
Dimensions (Height by Width by Depth):	161 by 684 by 527 mm (6-3/8 by 27 by 20-3/4 in, excluding the original output bin)
Weight:	Approximately 14.8 kg (32.6 lb)

* These specifications are subject to change without notice.

Note Media types not supported by the optional ADF can still be copied on the glass.

Environmental Product Stewardship Program

Protecting the Environment

Hewlett-Packard Company is committed to providing quality products in an environmentally sound manner. This HP LaserJet printer unit has been designed with several attributes to minimize impacts on our environment.

This HP LaserJet printer unit design eliminates:

- **Ozone Production**
  This HP LaserJet printer unit contains an ozone filter to protect office air quality. See the maintenance section of this user guide for suggested replacement intervals.

This HP LaserJet printer unit design reduces:

- **Energy Consumption**
  Energy usage drops from 470 watts (W) during printing to less than 45 W while in low-power (Power Save) mode. Not only does this save natural resources, but it also saves money without affecting the high performance of this printer unit. This product qualifies for the Energy Star Program (U.S. and Japan). Energy Star is a voluntary program established to encourage the development of energy-efficient office products. Energy Star is a U.S. registered service mark of the U.S. EPA.

As an ENERGY STAR partner, Hewlett-Packard Company has determined that this product meets ENERGY STAR Guidelines for energy efficiency.

- **Toner Consumption**
  EconoMode/Toner Miser uses significantly less toner, which may extend the life of the toner cartridge.

- **Paper Usage**
  This printer unit either has an optional duplexing accessory or one already built in. The printer unit's optional automatic duplexing feature, which provides for two-sided printing, reduces paper usage and the resulting demands on natural resources. Depending on the type of software program in use, you can request for a number of pages of your document to be printed on one page of paper. This N-up printing practice and the printer unit's automatic/manual duplexing feature, which provides two-sided printing, can reduce paper usage and the resulting demands on natural resources.

The design of this HP LaserJet printer unit facilitates the recycling of:

- **Plastics**
  Major plastic parts have markings that enhance the ability to identify plastics for recycling purposes at the end of the printer unit's life. The plastics used in the printer unit housing and chassis are technically recyclable.Plastic parts have markings according to international standards that enhance the ability to identify plastics for recycling purposes at the end of the printer unit's life.
- **HP Toner Cartridges/Photoconductive Drum**
  In many countries/regions, this product's toner cartridge, photoconductive drum, transfer assembly, and fuser can be returned to HP at the end of each item's useful life. A prepaid shipping label and instructions on how to return the toner cartridge/drum are included with the replacement toner cartridge/drum. If your country/region is not listed in the replacement's brochure, call a local HP Sales and Service Office for further instructions. If your country/region is not listed in the replacement's brochure, see the HP Customer Care information in the front of this guide.

HP LaserJet Printing Supplies

In many countries/regions, this product's printing supplies (e.g., toner cartridge, drum, fuser) can be returned to HP through the HP Planet Partners Printing Supplies Environmental Program. An easy to use and free take-back program is available in over 20 countries. Multi-lingual program information and instructions are included in every new HP LaserJet toner cartridge and consumables package.

HP Planet Partners Printing Supplies Environmental Program Information

Since 1990, the HP LaserJet Toner Cartridge Recycling Program has collected more than 25 million used LaserJet toner cartridges that otherwise may have been discarded in the world's landfills. The HP LaserJet toner cartridges and consumables are collected and bulk shipped to our resource and recovery partners who disassemble the cartridge. After a thorough quality inspection, selected parts such as nuts, screws, and clips are reclaimed for use in new cartridges. Remaining materials are separated and converted into raw materials for use by other industries to make a variety of useful products.

US Returns

For a more environmentally responsible return of used cartridges and consumables, HP encourages the use of bulk returns. Simply bundle two or more cartridges together and use the single, pre-paid, pre-addressed UPS label that is supplied in the package. For more information in the U.S., call (1) (800) (340-2445) or visit the HP LaserJet Supplies website at http://www.ljsupplies.com/planetpartners/.

For more information in Mexico, call 258-40-44 (Mexico City) or (1) (800) 900-7200 (outside Mexico City). Or, visit the website at http:/ /www.hp.com/latinamerica. Non-US customers should call the local HP Sales and Service Office or visit the following websites for further information regarding availability of the HP Planet Partners LaserJet Toner Cartridge and Consumables Recycling Program.

Latin America: http://www.hp.com/latinamerica

Asia Pacific Countries/Regions: http://www.asiapac.hp.com/planp1.htm

Europe: http://www.hp.com/pays/eur_supplies/english/planetpartners/

- Paper
  - This printer unit is suited for the use of recycled papers when the paper meets the guidelines outlined in the *HP LaserJet Printer Family Paper Specifications Guide*, HP part number 5010-6394. This printer unit is suited for the use of recycled paper according to DIN 19 309.
  - The user guide is provided on CD-ROM, which allows the same high-quality information to be provided without consuming the large quantities of energy and natural resources required to produce traditional paper manuals.

Material safety data sheet

Material Safety Data Sheets (MSDS) can be obtained by contacting the HP LaserJet Supplies website at http://www.hp.com/go/msds. If you do not have access to the internet, call the U.S. HP FIRST (fax-on-demand service) at (1) (800) 231-9300. Use Index number 7 for a listing of the material safety data sheets. Non-US customers should refer to the front of this manual for appropriate HP FIRST phone numbers and information.

Regulatory Statements

FCC Regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If this equipment is not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase separation between equipment and receiver.
- Connect equipment to an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

Canadian DOC Regulations

Complies with Canadian EMC Class A requirements.

« Conforme à la classe A des normes canadiennes de compatibilité électromagnétiques (CEM). »

Declaration of Conformity

DECLARATION OF CONFORMITY
according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name:	Hewlett-Packard Company
Manufacturer's Address:	11311 Chinden Boulevard Boise, Idaho 83714-1021, USA

declares, that the product

Product Name: Model Number:	HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP, C7096A, C7097A, C7098A, C7099A, C7835A, C7836A
Product Options:	ALL

conforms to the following Product Specifications:

Safety:	IEC 950:1991+A1+A2+A3+A4 / EN 60950:1992+A1+A2+A3+A4+A11 IEC 825-1:1993+A1 / EN 60825-1:1994+A11 Class 1 (Laser/LED)
EMC:	CISPR 22:1997 / EN 55022:19984 Class A[1] EN 61000-3-2:1995 EN61000-3-3:1995 EN55024:1998 FCC Title 47 CFR, Part 15 Class A[2] / ICES-002, Issue 2 AS / NZS 3548:1995

Supplementary Information:

The product herewith complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC, and carries the CE-Marking accordingly.

[1] The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.
[2] This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
[3]Product exhibits Class A operation when connected to Local Area Network (LAN) cables using print server accessories.

WARNING! This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Boise, Idaho USA
May 1999

For regulatory topics only:

Australia Contact:	Product Regulations Manager, Hewlett-Packard Australia Ltd., 31-41 Joseph Street, Blackburn, Victoria 3130, Australia
European Contact:	Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE / Standards Europe, Herrenberger Strasse 110-140, D-71034 Böblingen (FAX: +49-7031-14-3143)
USA Contact:	Product Regulations Manager, Hewlett-Packard Company, P.O. Box 15 Mail Stop 160, Boise, ID 83707-0015 (Phone: 208-396-6000)

DECLARATION OF CONFORMITY
according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name:	Hewlett-Packard Company
Manufacturer's Address:	Montemorelos #299 Guadalajara Jalisco, 45060 México

declares, that the product

Product Name:	Duplexer
Model Number:	C4782A
Product Options:	ALL

conforms to the following Product Specifications:

Safety:	IEC 950:1991+A1+A2+A3+A4 / EN 60950:1992+A1+A2+A3+A4+A11 IEC 825-1:1993+A1 / EN 60825-1:1994+A11 Class 1 (Laser/LED)
EMC:	CISPR 22:1997 / EN 55022:1998 Class B[1] EN 61000-3-2:1995 EN 61000-3-3:1995 EN 55024:1998 CISPR 22:1993+A1 / EN 55022:1994 EN 50082-1:1992 IEC 801-2:1991 / prEN 55024-2:1992 - IEC 801-3:1984 / prEN 55024-3:1991 - IEC 801-4:1988 / prEN 55024-4:1992 - IEC 1000-3-2:1995 / EN61000-3-2:1995 IEC 1000-3-3:1994 / EN61000-3.3:1995 FCC Title 47 CFR, Part 15 Class B[2] / ICES-002, Issue 2 / VCCI-2[1] AS / NZS 3548:1995

[1] The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.
[2] This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Supplementary Information:

The product herewith complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC, and carries the CE-Marking accordingly.

Guadalajara, Jalisco México
May 1999

For regulatory topics only:

Australia Contact:	Product Regulations Manager, Hewlett-Packard Australia Ltd., 31-41 Joseph Street, Blackburn, Victoria 3130, Australia
European Contact:	Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE / Standards Europe, Herrenberger Strasse 110-140, D-71034 Böblingen (FAX: +49-7031-14-3143)
USA Contact:	Product Regulations Manager, Hewlett-Packard Company, P.O. Box 15 Mail Stop 160, Boise, ID 83707-0015 (Phone: 208-396-6000)

VCCI Statement (Japan)

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスA情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。

Korean EMI Statement

사용자 안내문 (A급 기기)

이 기기는 업무용으로 전자파장해 검정을 받은 기기이오니, 만약 잘못 구입하셨 을 때에는구입한 곳에세 비업무용으로 교환하시기 바랍니다.

Safety Information

Laser Safety

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration has implemented regulations for laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. This printer unit is certified as a “Class 1” laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside this printer unit is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

WARNING! Using controls, making adjustments, or performing procedures other than those specified in this manual may result in exposure to hazardous radiation.

Product Information Sheet

The Toner Product Information Sheet can be obtained by calling the U.S. HP FIRST (Fax Information Retrieval Support Technology) at (800) 333-1917. International customers should see the front of this manual for appropriate phone numbers and information.

Laser Statement for Finland

Luokan 1 laserlaite

Klass 1 Laser Apparat

HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP laserkirjoitin on käyttäjän kannalta turvallinen luokan 1 laserlaite. Normaalissa käytössä kirjoittimen suojakotelointi estää lasersäteen pääsyn laitteen ulkopuolelle. Laitteen turvallisuusluokka on määritetty standardin EN 60825-1 (1994) mukaisesti.

Varoitus!

Laitteen käyttäminen muulla kuin käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Varning!

Om apparaten används på annat sätt än i bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

HUOLTO

HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP -kirjoittimen sisällä ei ole käyttäjän huollettavissa olevia kohteita. Laitteen saa avata ja huoltaa ainoastaan sen huoltamiseen koulutettu henkilö. Tällaiseksi huoltotoimenpiteeksi ei katsota väriainekasetin vaihtamista, paperiradan puhdistusta tai muita käyttäjän käsikirjassa lueteltuja, käyttäjän tehtäväksi tarkoitettuja ylläpitotoimia, jotka voidaan suorittaa ilman erikoistyökaluja.

Varo!

Mikäli kirjoittimen suojakotelo avataan, olet alttiina näkymättömälle lasersäteilylle laitteen ollessa toiminnassa. Älä katso säteeseen.

Varning!

Om laserprinterns skyddshölje öppnas då apparaten är i funktion, utsättas användaren för osynlig laserstrålning. Betrakta ej strålen.

Tiedot laitteessa käytettävän laserdiodin säteilyominaisuuksista:

Aallonpituus 775-795 nm
Teho 5 mW
Luokan 3B laser

B Warranty and support information

Note If you purchased your HP Color LaserJet 8550MFP system with a reseller-provided service contract, please call your reseller for technical support and warranty specifics.

Hewlett-Packard Limited Warranty Statement

HP PRODUCT	DURATION OF WARRANTY
HP Color LaserJet 8550MFP	1 year, on-site

1. HP warrants to you, the end-user customer, that HP hardware, accessories and supplies will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either repair or replace products which prove to be defective. Replacement products may be either new or equivalent in performance to new.

2. HP warrants to you that HP software will not fail to execute its programming instructions after the date of purchase, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software which does not execute its programming instructions due to such defects.

3. HP does not warrant that the operation of HP products will be uninterrupted or error free. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, you will be entitled to a refund of the purchase price upon prompt return of the product.

4. HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.

5. The warranty period begins on the date of delivery or on the date of installation if installed by HP. If customer schedules or delays HP installation more than 30 days after delivery, warranty begins on the 31st day from delivery.

6. Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.

7. TO THE EXTENT ALLOWED BY LOCAL LAW, THE ABOVE WARRANTIES ARE EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED AND HP SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE. Some countries, states or provinces do not allow limitations on the duration of an implied warranty, so the above limitation or exclusion might not apply to you. This warranty gives you specific legal rights and you may also have other rights that vary from country to country, state to state, or province to province.

8. HP will be liable for damage to tangible property per incident up to the greater of $300,000 or the actual amount paid for the product that is the subject of the claim, and for damages for bodily injury or death, to the extent that all such damages are determined by a court of competent jurisdiction to have been directly caused by a defective HP product.

9. TO THE EXTENT ALLOWED BY LOCAL LAW, THE REMEDIES IN THIS WARRANTY STATEMENT ARE YOUR SOLE AND EXCLUSIVE REMEDIES. EXCEPT AS INDICATED ABOVE, IN NO EVENT WILL HP OR ITS SUPPLIERS BE LIABLE FOR LOSS OF DATA OR FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFIT OR DATA), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE.

10. FOR CONSUMER TRANSACTIONS IN AUSTRALIA AND NEW ZEALAND: THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

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